
Three Lane Ends Academy



Managing Attendance Policy

Implementation Date:	01.09.21
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Revised/Updated:	09.05.22
Brief Reason for Change:	Update
Version Control:	2.2

Three Lane Ends Academy promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. We feel that the whole school community takes responsibility for attendance.

THE LAW

Section 444 of the 1996 Education Act states that if a child of compulsory school age fails to attend regularly, the parent is guilty of an offence. Parents, therefore have a legal responsibility to ensure their child's school attendance. Failure can lead to legal action being taken by the LA in the Magistrates Court, or the need to issue Penalty Fines. Since March 2001 there has been a further offence, Section 444 (1A) where a parent **knowingly** allows their child to be absent from school. This offence can carry a custodial sentence, a fine or both.

Definition of a Parent (Department for Education school attendance parental responsibility measures Statutory Guidance)

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child or young person, and,
- Any person who has care of a child or young person i.e. lives with and looks after child.

AIMS

- To raise levels of attendance.
- To improve punctuality.
- To raise levels of achievement.
- To maximise opportunities both in school and in later life.

OBJECTIVES

- Reduce absence and lateness, and raise awareness of the importance of school attendance.
- Work effectively with parents/carers and partner agencies, using a range of strategies to improve the attendance of individual pupils and the whole school.

GOOD ATTENDANCE IS IMPORTANT BECAUSE:

The attendance target for Three Lane End Academy is 96%. Throughout the year, parents will be kept informed of school expectations and procedures through newsletters. Good attendance and punctuality are essential if children are to make good progress in their learning.

Attendance	Days missed over a school year
100%	0 Days missed
95%	9 Days missed
90%	19 Days missed
85%	28 Days missed
80%	38 Days missed

- **Statistics show a direct link between underachievement and poor attendance.** Every lesson really does count for your child and children can quickly fall behind if even one day is missed. This includes days where the children could go to school but don't feel like it.
- **Regular attendees make better progress, both socially and academically.** Good regular attendance often means doing well academically, better relationships with other children and better overall behaviour in school.
- **Regular attendees find school routines and school work easier to cope with.** It's much easier for the child to know what they have to do if they have been in school on the day it has been taught.
- **Regular attendees find learning more satisfying.** Catching up even a little lost time from school can be really difficult and demotivating. Every lesson counts!
- **Regular attendees have an easier transfer to secondary school.** If bad habits develop at primary school, children can struggle at secondary school or be at increased risk of harm if poor attendance habits develop. Research shows that 17 days absence equates to a drop of one grade at GCSE level.

Good attendance and punctuality isn't just about what happens in school – absence and lateness when your child is young can limit their future opportunities, and set up bad habits for work and life.

Whether your child is absent for a morning or a day, or you have trouble getting him/her to school, first talk to your child's teacher and they will try to help. There is lots of support available in school – we are always happy to support you.

As a parent you can help us by:

- Telephoning on the first morning of all absences with the reason and saying when your child will return.
- Arranging dental and medical appointments out of school hours or during school breaks.
- Keeping us updated by telephone if your child has an extended period of absence due to illness.
- Upon returning to school, providing medical evidence i.e. prescription labels, regarding the reason for absence.

We will:

- Follow up unexplained absences by phone calls (by 9am on the first day of unexplained absence).
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school brochure and the home-school agreement.
- Acknowledge and reward good attendance (and sending home your child's 100% attendance certificate at the end of each term)
- Publish your child's attendance figures on his/her annual report.
- Let you know if we have any concerns regarding your child's attendance.
- Refer concerns to the Education Welfare Officer (EWO) who visits the school regularly to review and support attendance matters.

Promoting attendance:

Staff and pupils at Three Lane Ends Academy are fully aware of the academy expectations in regard to attendance. To promote positive attendance, we:

- Celebrate positive attendance weekly in school.

- Encourage attendance with attendance bears – awarded to the class in EYFS/KS1 and KS2 with the highest rate of attendance each week.
- Attendance certificates each half term.
- 100% attendance badges each half term.
- Raffle for all pupils achieving 96%+ attendance each term.

AUTHORISED ABSENCES

Some absences are allowed by law and are known as authorised absences, *'Authorised absence' is when a child fails to attend regularly at the school by reason of his absence from the school.*

- a) at any time when he/she was prevented from attending by reason of sickness or any unavoidable cause, or*
- b) on any day exclusively set apart for religious observance by the religious body to which his parents belongs, or*
- c) with 'leave'*

The term 'with leave' used above, means leave granted by any person authorised to do so by the governing body or proprietor of the school. In respect of Three Lane Ends Academy the governing body shall determine the nature of 'leave' and define its decision within the policy. Following any change to the decision by the governing body, this policy shall be amended accordingly.

For the purpose of this policy and the determination of authorised absence, the governing body has determined 'leave' to include only the bereavement of a parent or sibling.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically (whilst adhering to our legal obligations).

It is extremely important that the parent/legal guardian sends a note to school following an absence. This note will be logged by the School Office.

UNAUTHORISED ABSENCES

There are times when children are absent for reasons which are NOT permitted by law. These are known as unauthorised absences.

Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory, i.e, if information came to light to contradict the explanation, a coding of unauthorised absence will be made. Unauthorised absences have by law to be reported to the Local Authority. (The EWO inspects the Registers on a regular basis).

The Education Welfare Service may contact you and consider taking legal action against you if your child has authorised absences.

PUNCTUALITY

- Children must be in their classroom at 8.50am. Registration finishes at 9.05am. Latecomers will have to enter school by the main entrance to receive their attendance mark.
- Arrival after the close of registration will be marked as unauthorised absence in line with the Department of Education guidance.
- Children who are late will be recorded in the late book. This book is monitored on a regular basis by the Assistant Headteacher and the School Office. Parents of those

children who are regularly late for school will be referred to the EWO as persistent lateness will be unauthorised.

- It is important for your child to be at school at 8.50am as the first minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day. If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. Every minute counts!
- We will let you know if we have concerns about your child's punctuality.

Minutes lost each day	Days lost per school year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

TERM TIME LEAVE OF ABSENCE

In line with other local schools within the Trust, our policy is that **no holidays will be authorised during term time.**

If you do choose to take your child on holiday, the absence will be deemed as unauthorised and you will be at risk of a fixed penalty notice.

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A good understanding of the work set can only take place when the child is in the classroom.

Parents/Carers should complete a leave request form Appendix 1 and provide any relevant information to support the application for leave in term time, prior to trip arrangement.

Penalty Notice

The Department for Education Statutory Guidance States:

Penalty notices are fines of £60/£120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided.

Penalty notices can only be issued by a head teacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. Penalty notices can be issued to each parent liable for the attendance offence or offences.

Payment of Penalty Notice

The penalty is £60 per parent if paid within 21 days of receipt rising to £120 if paid after. The payment must be paid direct to the local authority. Parents can be prosecuted if 28 days have expired and full payment has not been made.

There is no right of appeal by parents against a penalty notice.

As stated in the Department for Education Statutory Guidance, penalty notices can be issued where the pupil's absence has not been authorised by the school, therefore, families who

choose to take term time holidays will be issued with a Fixed Penalty Notice of £60 per parent per child.

LEAVERS & CHILDREN MISSING IN EDUCATION

If your child is leaving Three Lane Ends Academy to go to another school other than at the end of Year Six, parents are asked to:

- Give us full information about your plans including reasons for moving school, date of move, new address or at least the town you will be moving to, the name of the new school and start date when known.
- Confirm with us that we have your current mobile phone number.
- Let us know when you actually do move.

When pupils leave and you have not given us the above information for us to be able to contact you, then your child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations which will include liaising with Family Services (Social Services), the police and other agencies in order to track and locate your child. **By giving us the above information, unnecessary investigations can be avoided.**

MONITORING AND EVALUATION

We monitor attendance figures very closely. Our attendance target is 96% from 1st September 2020

Registers of all classes are monitored by the school office on a daily basis.

A daily log is kept of:

- All children who arrive late.
- All children for whom no notification for absence has been received.
- All phone calls made to parents who have not notified school of their child's absence.

Attendance figures are analysed weekly by class and on a whole school level. Lateness and attendance figures are scrutinised on a half termly basis by the EWO. Children who are identified by the EWO as having more than three episodes of absence in a half term or are identified as being late on a regular basis will receive a letter from school. Attendance will then be monitored further.

If a situation of concern does not improve, then parents will be invited to a formal meeting with the Headteacher.

Any child with an absence record of under 90% will have their records examined and will be referred to the attention of the EWO. Children with an absence record between 90% and 95% will have their reasons for absence monitored. Unsatisfactory reasons for absence will also be brought to the attention of the EWO and may not be authorised.

EWS / LOCAL AUTHORITY

- The EWS will work in partnership with the school to promote and facilitate improved attendance, at an individual level, either through a referral system or using the Fastrack

to Attendance Programme; and at whole school level using proactive strategies and Action Plans.

- The EWS will work with children and families to ensure their school attendance and safeguarding is maintained.
- EWS will provide advice and guidance with regard to Children Missing Education, Child Employment and Licensing.
- EWS will work in partnership with other agencies and will offer advice and signposting for referrals to appropriate organisations.
- EWS will undertake legal action on behalf of the School.
- The LA will support the school with networking and training events and with individual School Audits and Action Plans.

COVID – 19

During the gradual reintegration into school rules regarding attendance will be temporary amended.

- Children who are invited to attend school for the reintegration period will be registered on that day. Other children will receive their mark as per government guidance.
- Registers for children expected will be monitored daily
- Any child that is expected to attend on a day – will receive a welfare call and absence reasons recorded.
- Children who are attending school during this reintegration period on a part time basis will be recorded as attending on the days they are in school only. Codes as per government guidance will be used.
- Protocols for other children who are not part of a current reintegration process will continue. With monitoring and phone calls from teaching staff and welfare calls to vulnerable families. Records of these calls will be kept on CPOMS.
- Start times of the day will be adjusted and children during this period will not be marked at late. Records of times that children arrive will be recorded and monitored on SIMS. This will be monitored by the safeguarding and behaviour lead for the school.

Link below to the guidance on recording attendance

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>

Point of departure (E.g. airport, coach, train station etc):	Destination:
Time of Departure	
Emergency Contact Details (Someone who is staying in Castleford)	If a child is not leaving with parents – who is accompanying them?
First Name	Who will be caring/responsible for the child?
Surname:	
Address:	Why is/are the parents not leaving with the child?
Postcode:	
Relationship to child:	Name:
Home Number:	Relationship to child:
Mobile Number:	Address:
Email:	Postcode:

Statutory Declaration – Legal responsibility

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Fines

I understand if my request is unauthorised I am most likely to be fined, £60 per parent, £60 per child (for example a family of 4 with 2 parents and 2 children will be fined a total of £240)

Once the penalty notice is issued, I have 21 days in which to pay the fine. If I fail to pay in that time period, the fine will double. I then have another seven days in which to pay, taking the total time in which to make payment to 28 days. If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £7000, and a criminal record which can affect employment opportunities.

School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place. I am also aware that there is a shortage of places in the school, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being of detriment to their education and causing implications to my own employment.

Parents/guardian full name:

Signature:

Date:

Parents/guardian full name:

Signature:

Date:

School Section

Any previous request: Y/N		Is the requested absence during exams Y/N	
Reason for refusal/Comments			
Authorised	Approved date for absence:		Number of school days:
Unauthorised	Reason for refusal:		
Headteacher's signature			