



# Attendance and Punctuality Policy and Procedure

	<b>Position/Committee</b>	<b>Date</b>
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<b>Approved by</b>	LGB	September 2023
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## **1.Aims**

The Academy aims to meet its obligations regarding 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 in performing their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

The Academy's expectation is a minimum of 96% attendance. This expectation is also linked to our rewards system. Attendance is directly linked to students performing to their best during external examinations.

## **2. Safeguarding**

Crawshaw Academy is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

Student attendance is monitored closely, and concerns shared as appropriate with parents/carers, Leeds City Council and the school Safeguarding team. Crawshaw Academy works effectively with other agencies and parents/carers when necessary to safeguard young people.

All young people have a right to an education. A child is of statutory school age between 5 and 18 for Year 7 students admitted to school after September 2008. Parents/carers have a legal

responsibility to ensure that their child attends regularly and punctually. If a child does not, parents/carers may be breaking the law.

Registers must be taken promptly and accurately with any amendments being made straight away. Students who go missing during the school day should be reported, located and returned to lessons. If a student cannot be located, parent/carer must be informed. If the parent cannot locate the child, or school is unable to contact a parent/carer then the missing student procedure is implemented which includes informing the police via 101.

Further information is available in the Child Protection and Safeguarding policy.

### **3. 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.

The Education Act 1996 states that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The Local Authority must provide school places to parents who wish their children to be educated at school.

- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the Local Authority pupils who are absent for more than ten days without explanation.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

#### **4. School procedures**

##### **4.1 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

Pupils must arrive in school by 8.27am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9am. The register for the second session will be taken at 12.25/1pm and will be kept open until 1.10pm.

If a student is late or has to sign out during the day, this is done at student reception. If the attendance officer is unavailable, this is done at the main school reception.

##### **4.2 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 8.15am or as soon as practically possible (see also section 6).

***Please contact our Attendance Improvement Officer, Mr. F Tahir directly on 0113 5323845 and leave a voicemail.***

Absence due to illness will be authorised unless the school has a 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.

#### **4.3 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.

***Please contact our Attendance Improvement Officer, Mr. F Tahir directly on 0113 5323845 with any questions.***

Applications for other types of absence in term time must also be made in advance on a Leeds City Council request form.

#### **4.4 Lateness and punctuality**

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

A pupil who arrives after the register has closed (9am/1pm) will be marked as absent, using the appropriate code. Any pupil arriving in school after these times will be marked U. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance.

Students who are late to school receive –3 negative points. Parents/carers will be contacted by school if their child is persistently late.

Students who are more than 5 minutes late to an individual lesson during the day will be issued with –3 negative points for each period of 5 minutes late.

#### **4.5 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.

#### **For pupils at risk of persistent absence**

- Providing regular attendance reports to facilitate weekly reviews with leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads) for monitoring and evaluation purposes.
- Initiating and overseeing the administration of absence procedures. This should include:
  - letters home
  - attendance clinics

- engagement with local authorities and other external agencies and partners
- working with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and finding methods that work and are understood
- consideration as to whether further interventions are required in line with the statutory guidance on parental responsibility measures
- providing regular reports to leaders on the at-risk cohort
- providing regular reports/caseloads to local authority attendance team or independent attendance organisation's to raise awareness of emerging at-risk pupils

### **For pupils who are persistently absent**

- Developing and implementing persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines.
- Identifying tailored intervention which meets the needs of the pupil.
- Leading daily or weekly check-ins to review progress and impact of support, make regular contact with families to discuss progress.
- Liaising with school leaders (designated safeguarding, SENDco and pastoral leads) on referrals to external agencies and multi-agency assessments.
- Coordinating and contributing to multi-agency meetings to review progress and agree on actions.
- Working in partnership with School Attendance Service and other agencies to ensure the appropriate use of statutory parental responsibility measures.
- Providing regular reports to leaders on the impact of action plans and interventions.

### **4.6 Reporting to parents**

Parents should view daily attendance via Arbor. This indicates lateness to the am/pm session and authorised and unauthorised absences.

At each monitoring point throughout the year (3 per year group as per school calendar) parents are informed of attendance and receive an attendance certificate.

Students record each ½ day absence and lateness to am/pm in their student planners which parents are expected to view and sign.

## **5 Authorised and unauthorised absence**

### **5.1 Granting approval for term-time absence**

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

'Exceptional circumstances' are assessed on a case by case basis.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal'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.
- Study leave – study leave is not granted by default and is only granted to some pupils in year 11. Provision will still be made available for pupils who wish to revise in school.

**Unauthorised absence is defined as:**

- Being late after the registers have closed - 'U' code
- Staying at home to care for younger children or sick relatives
- Going shopping or having a haircut
- Where no explanation is offered by the parent or carer
- Where the school is not satisfied with an explanation offered
- Special occasions e.g. birthdays/weddings
- Holidays/leave in term time
- Taking the rest of the day off before or after a medical appointment
- Translating for family members
- Visiting sick relatives
- Exceptional term time leave longer than agreed by the Headteacher

**5.2 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 to issue a penalty notice ultimately rests with the Principal, 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.

## **6.Strategies for promoting attendance**

Students who are absent in the morning without reason have a text message sent informing parents and asking for a reason. Vulnerable students and those on pupil premium are contacted first and where possible a phone call is made instead of a text message.

All students are welcomed into school in the morning by staff on every door.

In school rewards include attendance targets for the highest awards and attendance is also included in the criteria for reward trips and visits.

Twice a year (November and May) an attendance initiative runs within the Pudsey Cluster to reward students who attain 100% attendance between the set dates.

Attendance is also rewarded via certificates for form groups and individuals.

## **7.Attendance monitoring**

The attendance improvement officer monitors pupil absence on a daily 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).

Parents are expected to call the school each day a child is ill.

If a pupil's absence goes above three 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 undertake a home visit to ensure the student is safe.



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.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Each term the Attendance Improvement Officer will run a Fast Track initiative with a targeted group of students. If attendance within this initiative is unsatisfactory then a School Attendance Panel will be held. This is a meeting between pupil, parents, AIO and a member of SLT. Following this a fixed penalty warning will be issued where appropriate and then an application to the Local Authority to apply a Fixed Penalty.

### **Children Missing Education (CME)**

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the **Leeds Children's Services LA procedure** and contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk). Tel: 0113 3789686.

## **8. Roles and responsibilities**

### **8.1 The governing board**

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

### **8.2 The Principal**

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

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

### **8.3 The Attendance Improvement Officer**

The Attendance Officer:

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Principal.
- Works to tackle persistent absence involving outside agencies where necessary.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the Assistant Principal/Principal when to issue fixed-penalty notices.

#### **8.4 Form tutors/subject teachers**

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information electronically. Notes from parents should be passed to the AIO. Notes in planners should be recorded on the register.

Form tutors are expected to ensure students keep their own record of absence and lateness in the student planner.

Class teachers should record attendance every lesson. Lateness should be recorded and negative points issued if over 5 minutes late. Students missing from lessons must be reported via Emergency Alerts on Arbor.

#### **8.5 Office/reception staff**

Office/reception staff are expected to take calls from parents about absence. In the absence of the Attendance Improvement Officer, delegated members of admin staff have a specific role to cover.

### **9. Monitoring arrangements**

This policy will be reviewed at least bi-annually by the Assistant Principal with responsibility for attendance. At every review, the policy will be shared with the governing board.

### **11. 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.

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
/	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. This can only be for the day of the event and not travelling days.
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
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up, but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half- term/bank holiday/INSET day

### Contact List – September 2023

<b>Role / Agency</b>	<b>Name</b>	<b>Contact Details</b>
<b>Headteacher/Principal</b>	Adam Daly	<a href="mailto:Dalya@rklf.co.uk">Dalya@rklf.co.uk</a> <sup>12</sup>
<b>Attendance Champion SLT</b>	Dawn Nicholson	<a href="mailto:Nicholsond@ca.rklf.co.uk">Nicholsond@ca.rklf.co.uk</a>

<b>Attendance Officer</b>	Faizan Tahir	<a href="mailto:Tahirf@ca.rklt.co.uk">Tahirf@ca.rklt.co.uk</a>
<b>Governor with responsibility for Attendance</b>		
<b>Chair Of Governors</b>	Anne Reed	<a href="mailto:Reeda@ca.rklt.co.uk">Reeda@ca.rklt.co.uk</a>
<b>School Office</b>	Main reception	<a href="mailto:Info@ca.rklt.co.uk">Info@ca.rklt.co.uk</a>
<b>School Attendance Service (SAS)</b>	Queries relating to attendance	0113 3785994 <a href="mailto:Schoolattendanceservice@leeds.gov.uk">Schoolattendanceservice@leeds.gov.uk</a>
<b>Elective Home Education (EHE)</b>	Queries around Elective Home Education	<a href="mailto:EHE@leeds.gov.uk">EHE@leeds.gov.uk</a>
<b>Children Missing Education (CME)</b>	Referrals for children missing education	0113 378 9686 <a href="mailto:CME@leeds.gov.uk">CME@leeds.gov.uk</a>
<b>Education Safeguarding Team</b>	Advice / Training / Safeguarding Audit	0113 3789685 <a href="mailto:estconsultation@leeds.gov.uk">estconsultation@leeds.gov.uk</a>