



Attendance and Punctuality Policy

Date Approved: September 2023
Date of Next Review: September 2024

Section 1: Rationale

Northern Leaders Trust want all young people to be confident both academically and socially. This will ensure that they succeed in the next stage of their learning. Success at school allows young people to make more choices about their lives, have ambitions about the future, enjoy a wide range of experiences and make lifelong friends.

School isn't always easy. Most young people have days when they don't want to go. However, if they aren't in school they will feel behind in their learning when they return. That can have a big effect on their confidence. They also miss out on shared experiences with friends, which can make them feel left out. This can make school feel even harder and lead to more regular absence.

This policy represents our commitment to regular attendance in school. Most young people attend school at least 97% of the time, and this is what we aim for. The policy sets out the principles, procedures and practice we undertake to encourage attendance and to address absence.

Principles

- Receiving a full-time, suitable education is a child's legal entitlement.
- Parents and carers have a legal responsibility to ensure this happens.
- Attending school regularly aids intellectual, social and emotional development and is essential if children are to benefit fully from their school life.
- Children whose attendance is low are likely to have poor outcomes, so will be treated as vulnerable.

These principles are enshrined in British law, within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

Aims of the Policy

- To ensure that all young people attend school regularly and punctually, in order to maximise their educational achievement and social development.
- To promote good attendance, thus improving the life chances of young people attending our school and preparing them to be fully contributing citizens when they reach adulthood.
- To minimise absence from school, thereby reducing levels of persistent absence.
- To carry out our duty to safeguard pupils to the best of our ability.
- To ensure that all those responsible for young people's education, including parents, carers, staff and governors, understand and accept their responsibilities in relation to attendance.

Section 2: Roles and Responsibilities

We will use every opportunity to promote the importance of good attendance and punctuality. These will include bulletins and incentives for good or significantly improving attendance. However, we believe that the foundation for good attendance is a strong partnership between school, parent/carers, and the young person.

We will:

- Provide and promote a welcoming and positive atmosphere so that young people feel safe and valued.
- Maintain a consistent, whole school approach by raising awareness of the importance of good attendance and punctuality, using a range of communications to parent/carers.
- Have a key member of staff with responsibility for monitoring, analysing and improving school attendance. They will look at historic and emerging patterns of attendance and provide additional and targeted support. At Kenton, this role is fulfilled by Mrs L Anderson Senior Attendance Officer, Tel: 0191 214 2200.
- Ensure that there is a designated Senior Leader responsible for the strategic approach to attendance in school. In our school, this is Mr L Henson, Vice Principal Tel: 0191 214 2200.
- Ensure that governors maintain a strategic oversight of this policy and its impact on attendance.
- Encourage parents/carers to fully support the policy as a vital contribution towards their child's education. All new parent/carers are introduced to the policy, information and expectations on attendance. Information is also accessible on the school website or available from the school office for those without access to internet.
- Encourage young people to have a positive attitude towards attendance and punctuality so that they can retain this into adult life.
- Celebrate good attendance.
- Ensure that attendance is effectively monitored and that absences are followed up promptly in accordance with this policy.
- Communicate effectively with other agencies to support families who are struggling with attendance.
- Meet the legal requirements with the use of correct codes for absence, with particular reference to authorised and unauthorised absence.

- Ensure all staff are fully aware of and clear about the actions necessary to promote good attendance and deal consistently with absence and punctuality.
- Ensure attendance information is available for Governors and parents.

We expect parent/carers to:

- Encourage school attendance and the value of attending school regularly.
- Provide up to date contact numbers and changes of address.
- Provide details of at least two contacts for emergency use.
- Notify the school when your child is unable to attend, with a reason, on the first day of the absence.
- Telephone the school after the first day of absence if the absence is continuing.
- Keep the school well informed, especially about circumstances that might mean your child is absent for several days.
- Provide medical evidence, if possible, indicating attendance at the dentist, doctor, or optician before the arranged appointment unless an emergency situation arises. This might include an appointment note or an NHS App message. Whenever possible all appointments should be made outside of school hours.
- Ensure that your child arrives at school on time each day.
- Let the school know if their child is going to be late, e.g., if a car breaks down, if an urgent appointment has been made.
- Book family holidays during school holiday time.

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the Head Teacher creates an offence in law.

We expect pupils to:

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.

Section 3: Recording attendance

Understanding types of absence coding

We must record every half-day absence as AUTHORISED or UNAUTHORISED. This is why we always need information about the cause of any absence. Types of

absence that are likely to be authorised are illness, emergencies, medical or dental appointments that unavoidably fall in school time.

Only schools can authorise an absence. Parents/carers do not have this authority.

Consequently, **not all** absences supported by parents/carers will be classified as authorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Examples of types of absence that are not considered reasonable, and which will not be authorised under any circumstances are:

- Going shopping with parents, birthdays.
- Sibling unwell.
- Staying at home because other members in the family are unwell.
- Day trips and holidays in term time.
- Arriving at school too late to get a present mark (after the close of registration).
- Truancy.

In some cases, we may change an authorised absence to an unauthorised absence and vice versa if new information is presented. An example of this would be where a parent states a child is unwell but there is subsequent evidence they have been on holiday. We will communicate any such change to parents/carers.

Illness

If your child has repeated periods of illness, we may ask you to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card/letter or copy of a prescription. We may seek written permission from you to make our own enquiries.

Section 4: School Procedures

Registration and punctuality procedures

We are legally obliged to take a register twice a day. Once at the start of the school day and once at the start of the afternoon session. The registers will remain open for approximately 30 minutes. Pupils arriving before the end of the registration period will be coded L (Late before registers close) which is a present mark. We will record the number of minutes late in the register. Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole session. Ongoing and repeated lateness after the close of registration (U mark) will be subject to legal action.

Only the Head Teacher or Principal can authorise absence. If we don't know the reason for the absence at registration, then we will record it as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory in our view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absence). It is reasonable for members of staff to ask questions regarding a child's attendance and punctuality and when appropriate, request evidence to support the reason for absence from school.

First Day Absence Contact

You must notify us by 8:30am if your child is unable to attend for any reason. If we don't receive notification, we will contact you as early as possible in the school day. This is because your child may have set off for school but not arrived.

First Day Response Procedures

We will follow First Day Response (FDR) procedures by:

- Contacting you on the first day of absence by telephone/text, to try to ascertain the reason.
- Making a home visit if phone calls are unanswered.
- Informing any appropriate professionals or agencies working with your child or family.

If your child is still too unwell to attend the following day, you must contact us again before 8:30am to inform us. If we already have concerns about your child's attendance, we may carry out a home visit even if you have given us a reason for the absence.

Continued Absence Procedures

If after three days of absence, your child has not been seen and you have not contacted the school, we will make all reasonable enquiries to establish contact with you, including making enquiries to known friends and wider family.

If this is unsuccessful, we will make a home visit to check the safety and wellbeing of your child. We may also contact officers from the Local Authority.

If we have concerns about your child's attendance, we will invite you into school to discuss the matter. If attendance fails to improve, we will refer the matter to the Local Authority.

Children Missing from Education (CME)

All Local Authorities have a legal responsibility to identify young people who are missing from education (CME) and those young people at risk of missing education. Where necessary, Local Authorities must return them to suitable education.

This applies to young people of compulsory school age who are not on a school roll or receiving suitable education elsewhere and have been out of any education for a substantial period, usually more than four weeks.

We have a legal duty to undertake our own checks first and will notify the Local Authority if a young person has left the school and their whereabouts are unknown.

Ensuring a good education for children who cannot attend school because of health needs

If your child is going to be absent for longer than 15 days due to medical reasons either consecutively or accumulatively, we will work with the Local Authority to ensure that your child will have access to relevant and appropriate education. This includes Public Exam provision and the education of siblings where your family have had to travel and stay away from the home. Such an absence would normally be accompanied by medical evidence.

Partial Timetables

All young people of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary partial timetable to meet their individual needs. For example, where a medical condition prevents a young person from attending full-time education and a partial timetable is considered as part of a re-integration package.

A partial timetable must last no longer than six weeks. After that point a young person is expected to attend full time, either at school or alternative provision. If we believe that a partial timetable is in the best interests of your child, we will discuss this with you. We will agree formal review arrangements to take place. In agreeing to a partial timetable, we agree to a young person being absent from school for part of the week or day and therefore must treat absence as authorised and code in the register as a C, which is an authorised absence.

Persistent and Severe Absence Procedures

If your child misses 10% or more of their schooling across a year **for whatever reason, whether it is authorised or unauthorised, or a mixture of both**, they become a 'Persistent Absentee.' Missing 50% or more of school is defined as severe absence. At this point your child would not be receiving a suitable education and their outcomes will be affected. We will inform you if your child is moving into the category of persistent absence, and your child's attendance will be monitored. This is because young people can easily get into a habit of missing school. Without help it can rapidly get worse.

It is essential that we avoid the kind of impact that poor attendance can have on your child. If you are facing circumstances which make it difficult to ensure your child's attendance at school, you should tell us. We will meet with you and provide access to wider support services to help remove barriers to attendance.

We monitor registers to identify pupils with a pattern of absences that may lead to Persistent Absence (PA). Initially we will try to resolve the problem with you. We

will agree actions to improve attendance. However, if the pattern continues, we will make a referral to the Local Authority.

Reluctant attenders/school refusal

You should do everything possible to ensure your child attends school. However, if the reason for your child's reluctance appears to be school based, such as difficulty with accessing the curriculum or bullying, you should discuss this with us at the earliest opportunity and we will do everything possible to resolve it. Remember that issues like this are rarely solved immediately and can only be solved if you work with us to get your child in to school. Supporting your child's reluctance to attend is likely to make the matter worse.

Applications for leave of absence in term time

If your child is performing, for example in a Christmas pantomime, you can seek leave of absence from us for your child to take part in a performance. You must contact us to discuss the nature and frequency of the work, whether your child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, our discretion as to whether to authorise this. We will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

If your child is taking part in activities organised outside of the school e.g., regional, county, national and international events and competitions, you may seek leave of absence from school. Again, it is down to our discretion as to whether to authorise this. We will wish to discuss the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Head Teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Leavers

You must inform us in writing if you are planning to remove your child from this school to move to another, other than at normal leaving times. You must give us full information about your plans and reasons for moving, including date of move, new address, the new school your child will attend and start date when known. This is because we have a legal responsibility to ensure that no child goes missing from education. We also need to transfer school information.

Elective Home Education (EHE)

If you wish to remove your child from school with a view to educating at home, we will work with other key professionals and coordinate a meeting with you if possible. This is a significant step. You should consider whether you are able to provide a suitable education for your child, how they will gain necessary qualifications and whether your provision will enable them to return to a school if your circumstances change. We will pass information about your decision to the Local Authority, which is responsible for monitoring EHE. The Local Authority will check that you are able to provide a suitable education. If at any point the Local

Authority has concerns that your provision is unsuitable, it may take legal action to put your child back on a school roll.

We will inform the Local Authority of your decision to home educate before removing your child from the school roll. An online notification will be submitted via the [Services to Schools](#) website.

Pupils who do not start school

Young people who are allocated places in a school but fail to start are also treated as Children Missing Education. If we have been unable to make contact with you during a ten-day period after the expected arrival, we will refer your child to the Local Authority for further checks.

Section 5: Legal Sanctions

You have a legal duty to ensure the regular and full-time attendance at school of registered pupils (Education Act 1996).

We regard the use of legal sanctions as a last resort where attendance is low and has not improved despite our best efforts to work with families. However, our use of legal sanctions underlines the importance of attendance and our determination that all young people at this school receive a suitable education.

If your child's attendance drops below 97% without a suitable reason, you will receive a letter telling you that we are concerned.

If there is further unauthorised absence you will be invited to a meeting to develop a plan of support that improves attendance. If there are further unauthorised absence you will be invited to a meeting to develop a plan of support that improves attendance. Further unauthorised absence totalling 10 or more unauthorised sessions in the next ten weeks and attendance below 90% will result in a referral to the Local Authority for consideration of legal action.

Penalty Notices

The Local Authority may issue fixed penalty notices (fine) and prosecution to parents for poor attendance. If you don't pay a fixed penalty notices, the Local Authority will make a referral to Court.

Penalty Notices can be issued for unauthorised term-time holidays, poor attendance and poor punctuality (U mark).

If your child's attendance does not improve after we have offered support, the consequences may be one of the following:

1. £60 fine (per pupil, per parent/carer) if paid within 21 days, or £120 if paid within 28 days. Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court.
2. The Local Authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.

3. In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of your child.

Holidays in term time

There is no entitlement in law to time off in term time. Young people who are absent from school fall behind in their learning. They miss out on school events. Many find it difficult to catch up. In addition, school staff have to divert their attention away from other young people in order to support those that have fallen behind due to a holiday related absence.

For this reason, any request for leave of absence due to holidays in term time will not be authorised. It is expected that this Request for Absence Form (appendix 3) is submitted to the Academy at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on this form. The Academy has the right to serve a Penalty Notice on parents/carers who insist on taking their children out of school without authorisation. Penalties require each parent to pay a fine of £60 per child if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance.

In the case of all unauthorised leave of absences, incurring 8 or more unauthorised sessions (4 days), an application for a Fixed Penalty Notice will be made to the Local Authority.

Legislation and guidance

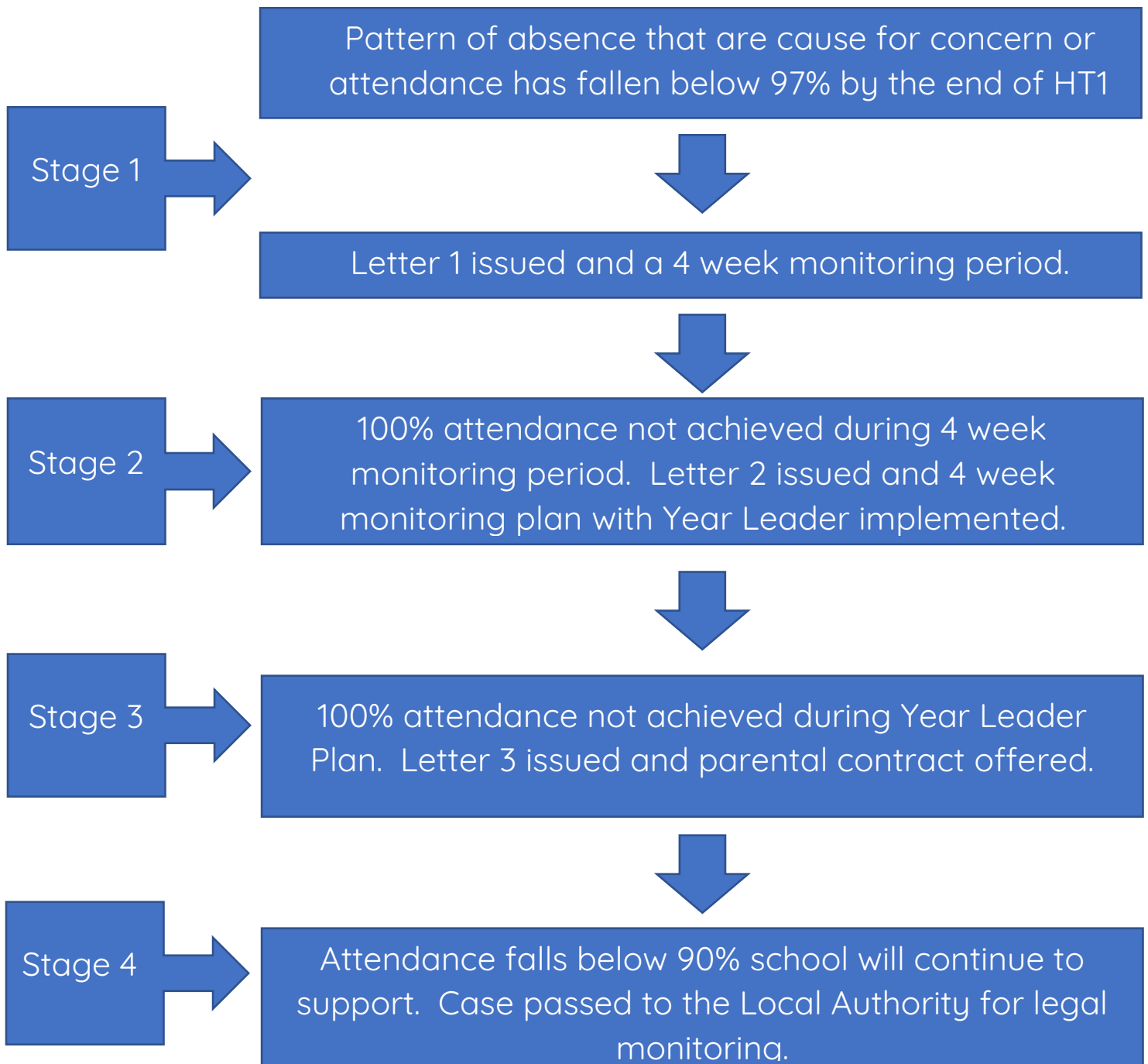
This policy meets the requirements of the guidance [working together to improve school attendance](#) from the Department for Education (DfE),

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [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.

Appendix 1: Northern Leaders Trust Secondary Academy Procedure Flow Chart



This policy recognises and permits local authority attendance teams to escalate procedures where both the academy and local authority feel appropriate.

Appendix 2: attendance codes

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

Code	Definition	Scenario
/	Present	Present in school during registration
L	Late Arrival	Late arrival before the register has closed
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school
D	Dual Registered	Student s attending a session at another setting where they are also registered
J	Interview	At a job interview or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school, or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.

Code	Definition	Scenario
Authorised absence		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	Student has been excluded but no other provision has been made.
H	Authorised Holiday	Student has been allowed to go on holiday due to exceptional circumstances.
I	Illness	The academy has been notified that a student will be absent due to illness
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.

T	Traveller Absence	A student from a Traveller community is travelling, as agreed with the academy.
Unauthorised absence		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence, they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
X	Non-statutory school age absence or covid-related absence	Student of non-compulsory academy age is not required to attend.
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not on Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed to Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Appendix 3: Request for Absence Form

REQUEST FOR PUPIL ABSENCE FROM SCHOOL

Any absence interrupts the continuity of student's learning. Government Legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance.

Parents/carers are strongly urged not to take students out of school for holidays during term time.

It is expected that this Request for Absence Form is submitted to the Academy at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on this form. The Academy has the right to serve a Penalty Notice on parents/carers who insist on taking their children out of school without authorisation. Penalties require each parent to pay a fine of £60 per child if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance.

Name of child(ren) and Dates of Birth

1) Name:D.O.B

2) Name:D.O.B

3) Name:D.O.B

4) Name:D.O.B

Address

.....
.....

Names of all parents/carers living at this address

.....

Reason for absence

I have included all supporting documents for my application

From (Dates)To (Dates)..... Number of days.....

For medical absence, please attach an appointment card or letter.

Name Signed Date:

PLEASE RETURN TO THE ACADEMY RECEPTION

The education (Pupil Registration) (England) (Amendment) Regulations 2013:

The education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Head teachers may not grant any leave of absence during term time unless;

- An application has been made in advance to the Head teacher by a parent with whom the pupil normally lives with; and
- The proprietor (Head teacher) or person authorised by the Head teacher considers that leave of absence should be granted due to the exceptional circumstances relating to the application.

Failure to ensure your child attends regularly is an offence under Section 444 of the Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you. This may result in:

- A Penalty Notice (£60 per parent per child), failure to pay the Penalty Notice will result in prosecution before Newcastle Magistrates Court.
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to £1000.
- Prosecution under Section 444 (1a) Education Act 1996, where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

All applications for leave of absence during term time must be returned to school well before the period of absence. We have a duty to inform the Local Authority if any pupil has 5 days or more unauthorised absence from school. Should attendance drop below 90% we will closely monitor attendance on our Persistent Absence register.

The Local Authority will investigate Persistent Absence and legal proceedings may be considered in accordance with Government Legislation.

Penalty Notices are issued per parent, per child. For example:

Two parents taking two children on holiday during term time may receive fines totalling £240 (if paid within 21 days). This will double to £480 if paid after 21 days but before 28 days. If unpaid after 28 days you may be fined up to £1000.

If you have any queries please contact the academy.