

# Attendance and Punctuality Policy (CST)

This policy is applicable to all CST Schools Trust (CST) schools and academies.

## Document Index

1. [Expectation and Mission](#)
  2. [Principles](#)
  3. [Expectations](#)
  4. [Attendance will be encouraged through](#)
  5. [Responding to non-attendance](#)
  6. [Children Missing in Education](#)
  7. [Request for absence from school](#)
  8. [Lateness](#)
  9. [Dental & Medical Appointments](#)
  10. [School Organisation](#)
  11. [Reintegration](#)
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## 1. Expectation and Mission ¶

Our schools are committed to providing a full and efficient education for all pupils. Our schools believe sincerely that all pupils benefit from the education they provide and therefore from regular school attendance. To this end the schools will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

## 2. Principles ¶

All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.

No pupils should be deprived of their opportunity to receive an education that meets their

needs and personal development.

It is the legal responsibility of parents/Guardian to ensure their child/children attend school regularly and punctually.

Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.

Situations may exist beyond the control of pupils and /or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.

As from September 2015 the Government has changed the persistent absence threshold from 15% to 10%. This means that pupils whose attendance is 90% or below will be considered a persistent absentee (PA). If a pupil fails to achieve 90% attendance and has 9 or more sessions (half days) of unauthorised absence recorded on the attendance register in a given period, a penalty notice may be issued by the Local Authority.

### 3. Expectations ¶

***We expect the following from all our pupils:***

- That they will attend school regularly
- That they will arrive on time and be appropriately prepared for the day.
- That they will inform a member of staff about any problem or reason that may prevent them from attending school.

***We expect the following from parents:***

- To ensure their children attend school regularly and punctually.

***Parents and pupils can expect the following from school:***

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing a good reason.
- Immediate and confidential action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education.

- Encouraging attendance through good practice and rewards.

## 4. Attendance will be encouraged through ¶

- Accurate completion of the registers at the beginning of each session and within 30 minutes of the start of the session. Registers are taken at:

|                                    |                      |                                |
|------------------------------------|----------------------|--------------------------------|
| Lincoln Carlton Academy            | Mount Street Academy | Benjamin Adlard Primary School |
| 08:50 in Key Stage 2               | 09:10 in all classes | 09:10 in all classes           |
| 08:55 in Key Stage 1 and Reception |                      |                                |

- Attendance checks at appropriate times.
- Attendance rewards are detailed in separate appendices for each school – *see Appendix A* for Benjamin Adlard Primary School, *Appendix B* for Lincoln Carlton academy and *Appendix C* for Mount Street Academy.

## 5. Responding to non-attendance ¶

When a pupil does not attend, the school will respond effectively to address the non-attendance.

If a note or telephone call is not received from parents, then a text message or telephone call will be made. If there is no response then where possible, a message is left.

If absence continues on the second day then a second attempt to call will be made.

If absence continues for a third day, then the Attendance Team will make a home visit. If no contact is made then a letter will be left.

Where appropriate a request for a safe and well check conducted by Lincolnshire Police/PCSO will be made. If a Social Worker is involved with the family then they will be informed. If there are concerns relating to Safeguarding then a CSC referral will be made.

Attendance is monitored regularly by our Attendance Team.

If attendance is raised as a concern, appropriate actions are taken which include letters (samples can be supplied on request), offered School Attendance Support meetings, home-visits and Early Help Assessments (EHA's). If attendance does not improve, further actions

may include legal proceedings. **In some cases this will be referred to the Local Authority. This could result in a fixed penalty of up to £120 per parent per child under section 444B of the Education Act 1996 for failing to ensure regular attendance at school.**

## 6. Children Missing in Education ¶

A child missing education is defined as Any child of compulsory school age (5-16), who is not on a school roll, nor being educated otherwise (e.g at home, privately or in alternative provision) and who has been out of any education provision for a substantial of period of time.

If a child is deemed to be *at risk* of missing their education or cannot be contacted by the school, a referral will be sent to the Local Authority's Children Missing Education/Inclusion and Attendance team via LCC Data Exchange for further investigation.

School will contact the CME team within 5 school days of a child missing education but will be responsible for trying to find the child until the 20<sup>th</sup> day missing from education. After the 20<sup>th</sup> day, if the child has not already been located, the school will again liaise with the CME coordinator and agree if the child should be taken off the school roll.

## 7. Request for absence from school ¶

**Please see the 'Parent/Carer Requests for Leave of Absence - Local Procedure' for details of how to request a leave of absence. This will be sent to all parents as a reminder at least annually.**

Government expectations are that all statutory school-aged pupils should have an attendance of 96% or above.

Our school will monitor poor attendance and follow the Early Help format, which aims to offer support to parents/carers and pupils, to increase attendance at school.

The school does not authorise holidays taken during term time.

We will inform parents at least annually of the schools stance on holidays in term time. E.g. In Newsletters, on the school website, on Early Help Assessments and at open days and parents' evenings.

School holiday dates are listed on the school website.

Parents/Carers of children joining our schools, will be asked to sign a home-school agreement stating that they will not take their children out of school during school term time.

The school has a 'Leave of Absence request form' which **MUST** be completed if there are circumstances in which a child needs to be absent from school during term time for other reasons.

### **Request for Leave of Absence**

A Leave of Absence form must be completed, signed by parents and passed to the school office, if possible, two weeks prior to the intended leave. The school office passes this form to a member of the Attendance Team who will calculate the previous attendance record (last 12 months) and assess the individual circumstances.

The Attendance Team will share this information with the Headteacher/Head of School who will then make the decision whether to authorise/unauthorise the absence, or pursue a Fixed Penalty Notice (FPN).

The school office will then send letter of response, if possible, at least 2 days before the requested leave. In the event that a Leave of Absence request has not been made in advance of a period of absence, the parents/carers will be asked to attend an Attendance Meeting, and informed of the procedure. This may result in a Fixed Penalty Notice Warning.

### **Issuing Fixed Penalty Notices**

Should parents not engage with the support offered, and attendance reaches levels significantly below Government guidelines, then a Fixed Penalty Warning will be issued. Should a child's attendance be significantly below Government guidelines after taking a Leave of Absence, then a Fixed Penalty Warning may be issued. E.g. After 1 holiday parents may be issued with a warning allowing a fixed penalty fine to be issued should they take a second holiday in the same academic year.

Should a holiday, coupled with poor attendance, result in an unacceptable level of attendance, then a Fixed Penalty Notice (FPN) Warning will be issued. Should the need arise to issue a fixed penalty notice, then we will seek advice from the Local Authority with regard to proceeding.

If the Local Authority feels this is justified then a member of the Attendance Team will complete the necessary paperwork for the Local Authority. The Local Authority issue the Fixed Penalty Notice (FPN). If the Fixed Penalty Notice (FPN) has not been paid then prosecution may follow. Schools can be asked if this cause of action is still deemed necessary.

## 8. Lateness ¶

The schools actively discourage late arrival by challenging the parents of children who are persistently late or arrive late without reasonable explanation. The school doors open from 8.45am at Lincoln Carlton Academy and 8.55am at Mount Street Academy and Benjamin Adlard Primary. Our school policy is that the register remains open until thirty minutes after registration.

If a pupil arrives at school after register is taken but within 30 minutes since the register was taken then they are considered to be late and will be marked accordingly in the register, coded L.

When a pupil arrives after the closure of the register (30 minutes after register is taken), without a good reason, they will be marked with an unauthorised absence and the letter U to indicate that they are on site.

Persistent lateness can impact on a child's learning and their social development.

## 9. Dental & Medical Appointments ¶

Whilst the school will grant requests for absence for dental and medical treatments, parent/carers are encouraged wherever possible to book medical and dental appointment outside of the school day. When appointments are unavoidable, the school office should be notified in advance of the date and time of the appointment and when the child will be collected and/or returned to school.

## 10. School Organisation ¶

For this policy to be successful, every member of staff must make attendance high priority and convey to the pupils the importance of the education being provided.

The headteacher/ Head of School will oversee the attendance policy and report to the Governors at least annually.

All staff will ensure that notification from parents concerning absences are recorded immediately.

Weekly Attendance Team meetings discuss the pattern of non-attendance of any pupils causing concern (below 90% attendance). Appropriate actions are planned. This is shared with members of the Senior Leadership Team.

The Office Team will maintain a late book.

The Office Team will maintain a signed in/out book

The Office Team will ensure telephone messages are communicated to relevant staff and noted.

## 11. Reintegration ¶

The return to school for a pupil after long-term absence requires special planning. It may be necessary to establish a Pastoral Support Plan as detailed in the DfE statutory Guidance 'SEND code of practice: 0 to 25 years' 1 May 2015. The appropriate staff will be responsible for deciding on the programme for return and the management of that programme. All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible member of staff as soon as possible.

Programmes may need to be tailored to individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SENDCO may be required. Any child attending less than 25 hours of provision will be logged with the Local Education Authority Pupil Reintegration Team and a plan of reintegration will be regularly reviewed.

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Reviewed by: Joanne Richardson

Governing Body Review Date: Wednesday 28th June 2017

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