

## Leigh Academy Hugh Christie Attendance Policy

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Education for a better world

## ATTENDANCE POLICY

### LEIGH ACADEMY HUGH CHRISTIE ATTENDANCE LEAD = MR HARRIS, VICE PRINCIPAL

At Leigh Academy Hugh Christie we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for our students, maximise their potential and prepare them for the world of life and work, we must ensure that absenteeism is kept to an absolute minimum. Leigh Academy Hugh Christie works in conjunction and guidance with the DFE ['Working together to improve school attendance'](#) in order to improve and maintain high levels of attendance.

### WHAT IS GOOD ATTENDANCE?

There is sometimes a perception that an Attendance rate of 90% is good. This is because an examination score of 90% means excellence. However, as an attendance rate, **90% is unsatisfactory**, it equates to missing 20 days per year. Leigh Academy Hugh Christie attendance target is 96%. The table below shows the impact on a students' learning over the course of the academic year if they are not present:

90% attendance = 4 weeks lost	50% attendance = 19.5 weeks lost
80% attendance = 8 weeks lost	40% attendance = 24 weeks lost
70% attendance = 12 weeks lost	30% attendance = 28 weeks lost
60% attendance = 16 weeks lost	

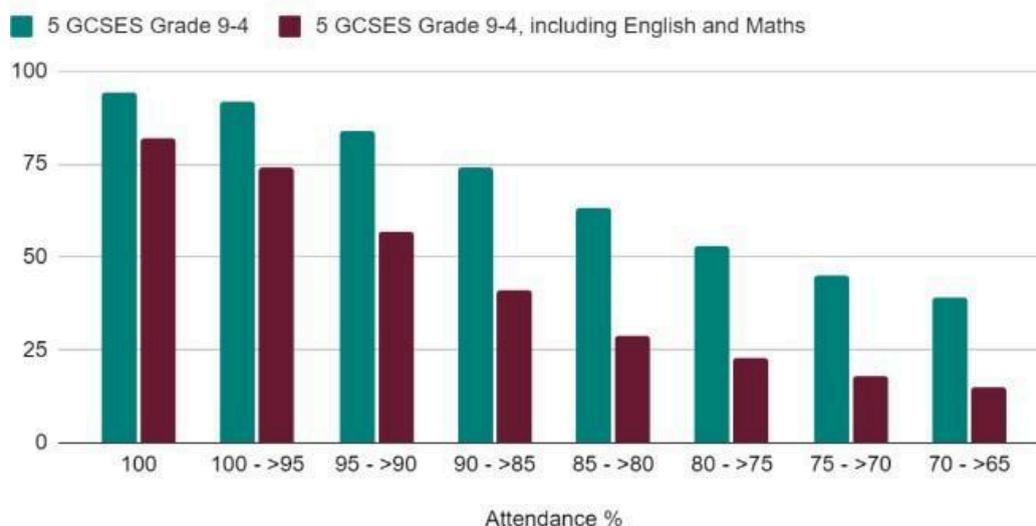
### THE IMPACT OF ATTENDANCE ON ATTAINMENT . . . DID YOU KNOW?

Government research shows students who have less than 90% attendance (20 or more days missed in a year) achieve, on average, a whole grade lower than expected in examinations. [The Education Act 1996](#) states that parents and carers must make sure their children receive an appropriate education by attending school regularly. If a parent or carer fails to ensure this, they are guilty of an offence and can be prosecuted.

Proceedings will take place in a Magistrates Court.

Prosecution is a serious step and parents or carers will be given the chance to work with the

#### *Impact of Attendance on KS4 Attainment (Data from the Department for Education)*



Academy and with Kent County Council's Attendance team in support of their child. Parents and carers must make efforts to improve their child's attendance before prosecution is considered

## **WHY IS GOOD ATTENDANCE IMPORTANT?**

- To make new friends and maintain friendship groups
- To learn and enjoy new experiences
- To develop skills that you will need in later life
- To take part in a wide range of activities in and outside of Leigh Academy Hugh Christie
- To learn how to look after themselves and encourage independence
- To feel safe and listened to
- To improve their chances of having a good career or life chances
- To make a positive contribution to Leigh Academy Hugh Christie community
- To learn to establish a habit of punctuality to support students later in life
- To prepare students for the world of life and work

## **THE ACADEMY WILL:**

- Ensure that all staff are aware of the Registration procedures and receive appropriate professional development with regard to these when and where needed.
- Complete Registration accurately at the beginning of each morning and afternoon session, including registration during every lesson of the day
- Stress to parents / carers the importance of contacting the Academy on each day of absence, and provide effective mechanisms for them to make contact with the Academy.
- Support parents/carers through meetings and home visits regarding attendance
- Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes.
- Promote race, disability and gender equality within all practices and procedures related to attendance and punctuality.
- Through MCAS and reporting systems, ensure that parents, carers and students are made aware of the attendance pattern and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance.
- Work towards ensuring that all students feel supported and valued.
- Support students who have difficulty accessing education through the work of the Academy support, Trust Attendance and Welfare Officer and Local authority, Early Help, Schools Liaison Officer/Attendance service.
- Actively promote, encourage and celebrate 100% attendance

## **PARENTS/CARERS WILL:**

- Actively promote and encourage 100% attendance.
- Contact the school whenever the student is absent on the first day and on each subsequent day of absence.
- Provide proof of medical appointments and medical treatment if requested to do so by the Academy.
- Avoid removing their child during the Academy day.
- Attend attendance meetings with members of staff from the Academy when requested in order to put in place strategies to improve attendance.
- Avoid term time absence for holidays and where possible medical appointments

### **KENT COUNTY COUNCIL WILL:**

- Ensure that the importance of attendance is made clear to both parents/carers and students
- Ensure that the Academy is implementing effective means of recording attendance and organising that data, including for the children who are educated off-site.
- Have a School Liaison Officer (Inclusion & Attendance) to provide core functions
  - Communicate and advice: regularly provide updates, share examples of good practice, provide training where necessary
  - Multi-disciplinary support for families: including access to Early Help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and remove the barriers to attendance
  - Legal intervention: take forward attendance legal intervention where other support has not been successful or engaged with
- Monitor and improve the attendance of children with a social worker through their virtual school

### **LEIGH ACADEMIES TRUST (INCLUDING THE ATTENDANCE WELFARE OFFICER) WILL:**

- Review attendance regularly and scrutinise data, holding leaders to account
- Annually review the Attendance Policy and ensure that all provisions are in place to allow staff, parents and students to implement the policy effectively.
- AWO to support the academy with improving attendance (including weekly visits to discuss current attendance and carry out home visits where necessary)

### **REGISTRATION**

- The statutory recording of attendance and absence at the start of each session (am / pm) is known as Registration. This is undertaken within the first 10 minutes of the morning and afternoon sessions. Wherever possible this registration is taken 'electronically' by register calling.
- The recording of attendance and absence to all other lessons is also completed within the first 10 minutes of the lesson.
- Designated staff will be reminded of their legal duty to complete and submit registration at the appropriate time, and using the correct registration codes.
- Legally the register must be taken twice a day, once at the start of the school day at 8:30am, and once during the afternoon session at 12:15pm on Monday, Tuesday, Thursday and Friday. On Wednesday afternoon registration will be taken at 12:45pm. The registers will remain open for 10 minutes. Students arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. The number of minutes late will be recorded in the register. Students arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole morning session.

## INFORMING THE ACADEMY OF ABSENCE

If a child is absent Parents/Carers must:

- Contact the child's relevant College Student Support Manager's by message the Academy absence number prior to 8.15am on the first day of absence, advising of the reason and likely length of absence. Contact can also be made by calling the relevant college office. Parents/carers should continue to inform the Academy on each subsequent day of absence and provide the reasons and necessary evidence to authorise the absence. This needs to be completed as soon as the evidence is available. The Academy will not chase up medical evidence as this is a parental responsibility to provide. Wherever possible, all medical appointments should be taken outside of school time. Medical evidence can be an attached photo, or photocopy, of:
  - a. letter from medical professional,
  - b. appointment card with name date and time,
  - c. copy of prescription note,
  - d. copy of prescribed medication sticker on side of medicine packaging
  - e. Copy of receipt of medication from a pharmacy

If the Academy is not informed of an absence, it will take the following action:

Day	Academy Action if Absence Not Reported
1	Absence without reason, call made by College's Student Support Manager
2	If no response to day 1 call, 2nd day call by College Student Support Manager. If family is supported by internal support teams, they will contact.
3	If no response to day 1 and 2 calls a text is sent from College Student Services Manager. Home visit arranged and a letter is sent warning of FPN for continued unauthorised absence and requesting contact from parents
4	If no response a meeting with Form Tutor / Director of Pastoral etc is scheduled
>5	If no response a FPN is issued if student reaches a total of 10 sessions of unauthorised absence
>10	Further unauthorised absence triggers a referral to outside agencies.

Only the Principal can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's 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. Students who are consistently late are disrupting not only their own education but also that of the other students. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and will be subject to legal action.

## UNAUTHORISED ABSENCE

From August 2024, new measures were introduced in the 'working together to improve school attendance' document that stated that unauthorised absence from school amounting to 10 unauthorised sessions of absence including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a flat rate of £160 per parent per child if paid within 28 days.

Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A statutory attendance referral may be made to the local authority and may result in prosecution.

Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court.

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.

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

Absence will be deemed unauthorised where:

- Parents or carers do not provide evidence to support absence due to ill health
- Parents or carers remove students from school for holidays or trips (leave of absence) during term time
- students arrive at the Academy after the registration period has ended unless there are agreed arrangements in place
- Parents or carers keep children from the Academy unnecessarily
- Parents or carers do not communicate the reason for absence to the Academy
- A student truants- where they are absent without the parents' or carers' knowledge

Holidays in Term time will never be authorised. The Academy is closed for 14 weeks a year when parents can take holidays and travel abroad. Where there is an exceptional and immediate circumstance (such as a death in the family but not family weddings or such events) where a student will need to be absent during term time, a request can be made to the Principal in writing or via email who will then consider the application and respond in writing. The Principal's decision is final.

## LATENESS

Poor punctuality is not acceptable. Students arriving late cannot start the day effectively, they disrupt lessons, and encourage absence or poor punctuality in others. Our academy has numerous links to public transport and therefore traffic issues will not be a valid excuse unless a major incident has taken place. Where students are late to the academy for no good reason the following punctuality protocols will be applied.

A late mark will be assigned to the student on each occasion they are late to school (arrive after 08:30 am) or late to lessons ( 5 minutes or more). The accumulation of late marks within a school week will trigger the following sanctions:

- 1st late mark is a warning
- The 2nd late mark will be a 30 minute detention after school on the Friday of that week.
- The 3rd late mark will be an hour detention after school on the Friday of that week.

- The 4th or more late marks will be an 1.5 hour detention after school on Friday of that week.

The academy day starts at **8.30am** and we expect students to be through the gate and on their way to their advisory by **8.25am latest**.

Any student who arrives after 8.30am will be automatically recorded as an unauthorised lateness.

Students who are consistently late will trigger a parental meeting with the Attendance Student Support Manager for consideration of a referral to the local authority for further action.

Poor punctuality is classed as irregular academy attendance and is dealt with accordingly, this may mean that parents or carers could face the possibility of legal action.

If you know your child is going to be late for a specific reason please call the academy before 8:30am, following the same procedures for absence.

## **TRUANCY**

Registers are taken by the subject teachers every lesson. If your child is identified as being absent due to truanting the teacher will raise an on call truancy alert. At this point the pastoral team will try and locate the child on academy grounds. If the child cannot be located within a reasonable timeframe then the academy will contact parents/carers for their support in locating them as this becomes a safeguarding concern. Appropriate sanctions will be set by the academy to those students who decide to truant.

## **FIXED TERM SUSPENSIONS**

In situations where suspension is the only option, a student suspended for a fixed term remains on roll and the absence is recorded accordingly.

Parents/carers have a duty to ensure that their child is not present in a public place in Academy hours during the first 5 Academy days of the suspension. Under the regulations parents/carers may be prosecuted or receive a penalty notice from the local authority if the child is present in a public place on the specified dates without reasonable justification, as these will be recorded as unauthorised.

From the 6<sup>th</sup> day of a student's suspension until the expiry of their exclusion students will be required to attend another school provision. Arrangements for this will be made by Leigh Academy Hugh Christie

From this 6<sup>th</sup> day of exclusion attendance is shown as a 'B' meaning educated off site. Non attendance at the alternative provision will be unauthorised and if your child does not attend a fixed penalty notice may be issued from the local authority.

## **PERMANENT EXCLUSIONS**

Permanent exclusions are very rare but during the period of appeal or review the absence is authorised.

A student's name may be removed from the Academy roll on the first Academy day after the day on which:

- (i) The independent appeal panel upholds the permanent exclusion
- (ii) The independent appeal panel does not uphold the permanent exclusion, but does not direct the student's reinstatement
- (iii) The prescribed period for lodging an appeal has expired and the parent has not lodged an appeal
- (iv) The parent/carer has, before the expiry of the prescribed period, advised the Academy Clerk to the Governors in writing that he/she does not intend to appeal.

## PREGNANCY

In cases where a student is pregnant the student should be advised that the Principal will need to be informed.

If the Academy finds out a student is pregnant, the Academy should arrange a meeting with the student and her parents/carers in order to set up a Risk Assessment and to discuss how her educational needs are to be met.

If a female student is absent with a pregnancy related illness, this will require a medical note. Absence from the academy due to a student being pregnant is at the discretion of the Principal.

If health allows the student should return to the Academy with minimum interruption. Absence for ante-natal classes and if the baby is ill, should be classified as 'authorised'.

Section 7 of the Education Act 1996 requires parents/carers to secure education of their children of compulsory age either by regular Academy attendance or otherwise. Parents/carers of teenage parents are obliged therefore to ensure their child attends the provision arranged by the Academy.

## PERSISTENT ABSENCE REFERRAL

A student is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The Academy will consider students below 95% at risk. Students who fall into either of these categories will be monitored by the Academy attendance teams and the Trust Attendance Officer.

Analysis of attendance by micro population will identify strengths and areas for intervention to further improve attendance. Trend data will be used to identify students or groups for interventions and will be shared with the Inclusive Drive team, professionals and relevant agencies. Use of external data including Data dashboard will be analysed and further information on groups made available. A referral may be made to the local authority attendance advisory service should attendance remain poor after Academy and Trust interventions.

## LEAVING THE SITE DURING THE DAY

Students are not to leave site during the school day, except in exceptional circumstances.

## ILLNESS, MEDICAL AND DENTAL APPOINTMENTS

Medical appointments should be made outside Academy hours. Medical appointments count as authorised absence if evidence is provided.

Students should obtain a pass from reception before leaving for the appointment. Students should sign back in at reception upon their return.

Medical appointments do not necessitate a full day of absence unless substantial travel is required. Proof of time and place of appointment may be requested.

Medical evidence will be requested by the Attendance Student Support Manager as proof of absence. Medical evidence may be in the form of appointment card, copy of a prescription note, prescribed medication sticker on packaging. **Please note we are not asking for a medical certificate from your Doctors.**

If the authenticity of illness is in doubt and the child has been referred to KCC, they may in certain circumstances consult the student's GP, once parental consent has been obtained.

When a student is sick whilst at the Academy, they are to inform a teacher who will, if necessary, send for the College Student Support Manager or first aider to assess them. The first aider may feel it appropriate to contact the parent/carer and discuss their child's illness. If it is agreed they need to go home they must report to reception and be officially signed out. If Parents/Carers are unable to collect their child and they are of secondary school age, and have given verbal permission for the student to leave the academy, they will be issued with an exit pass which confirms the student has permission to leave the site. This requires the Parents/Carers to contact the academy as soon as the student arrives home.

**Please note students must not contact parents/carers during the academy day requesting collection or permission to leave. All communication between academy and home must be done via Student Support Managers.**

### **DAYS OF RELIGIOUS OBSERVANCE**

This is an absence to take part in any day set aside exclusively for religious observance by the religious body to which the student belongs. Parents/carers must give advance notice. This is recorded as an authorised absence.

### **INTERVIEWS WITH PROSPECTIVE EMPLOYERS/CAREERS GUIDANCE/FE PROVIDER**

The Academy asks for advance notice and proof of the appointment, for example a letter of invitation.

### **ABSENCE OF LEAVE DURING TERM TIME**

All students are encouraged to attend school every day of the 190 days that school is open. The register is called twice daily and students are expected to be present for the 380 sessions, or half days. That leaves 175 days for family holidays, shopping trips and other needs.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Principal to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Principal's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Parents of able sporting individuals can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Principal's discretion as to whether to authorise this and they will wish to discuss with you 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 Headteacher/Principal 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

As a school we prioritise teaching and learning, therefore, in accordance with the local and National guidelines, Leigh Academy Hugh Christie does not authorise holidays during term time. Permission, however, may be granted only in truly exceptional circumstances, when the benefit of the absence far outweighs the benefit of school attendance. A request for such absence should be made in writing to the Principal. When requesting leave of absence during term time may you be reminded that 10 days of absence equates to 20 sessions missed schooling, which is equivalent to 5.2% of absence.

**Please note: any child who has taken a term time holiday will be required to provide medical evidence for any further absences during the remainder of the academic year. Any absences due to ill health either directly before or after a school holiday will need to provide medical evidence in order for the school to authorise the absence.**

### **INTERVENTIONS AND PENALTY NOTICES**

The Academy & KCC will make use of a full range of interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools/academies and Kent County Council to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance Improvement Plans (AIP)
- Education supervision orders (issued by KCC)

- Attendance prosecution (a statutory referral completed by the Academy to KCC)
- Parenting Orders and Voluntary Orders (KCC)
- Fixed Penalty Notices (KCC)

KCC can fine any adult with the day-to-day care 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 £80 within 21 days or £160 within 28 days. The payment must be directly paid to KCC. A referral to Kent County Council will be made dependent on criteria being met. This may take into account:

- 10 sessions or 5 days unauthorised absence within 10 school weeks (this can include being late after 08:30 am and these do not need to be consecutive)
- One-off instances such as unauthorised holiday (10 sessions or 5 days)
- Where an fixed term suspended student is found in a public place during school hours without reasonable justification

If the payment has not been made after 28 days, KCC can decide whether to prosecute a parent.

The penalty notice amount increased from August 2024 with a maximum of two penalty notices within a rolling three-year period:-

- **First offence** - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- **Second Offence** (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- **Third Offence and Any Further Offences** (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

## REMOVING A STUDENT FROM THE ACADEMY ROLL

- We will only enter pupils on the admission register where we have received written confirmation that the person with control of the pupil's attendance has accepted the school place.
- Where the local authority has offered a place at the school but no written confirmation of acceptance has been received from the person with control of the pupil's attendance, we will write to the local authority requesting evidence in writing and will not enter the pupil onto the admission register until this has been received. If written confirmation is not received within 10 school days, the offer of a place will be withdrawn and offered to another pupil in accordance with our Admissions Policy.
- We will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.
- Where a pupil does not attend on the agreed date, we will send a letter to the person with control of the pupil's attendance asking them to confirm in writing within 10 school days that they wish to take up the place. If written confirmation is not received within 10 school days, the pupil's name will be removed from the admission register and the place offered to another pupil in accordance with the admission policy.

## CONTINUOUS SERIOUS ABSENCE

As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken we will remove the student from academy roll due to continued serious absence.

Where a student has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the student not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the student is, and if unable to establish the student's whereabouts we will remove from roll. ([Education \(student](#)

### [Registration\) \(England\) Regulations 2006\)](#)

Where a student has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the student not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the student is, and if unable to establish the student's whereabouts we will remove from roll. ([Education \(student Registration\) \(England\) Regulations 2006\)](#))

## **EDUCATION FOR HEALTH NEEDS INCLUDING MENTAL HEALTH**

The Academy will operate according to its statutory duties under section 19 of the Education Act 1996 and DFE:

Education for children with health needs who cannot attend school (DFE: Education for children with health needs who cannot attend).

The Academy will refer to the Local Authority regarding alternative provision where a student cannot attend school full-time for 15 days or more, consecutive or otherwise, due to a physical or mental health need and cannot access full-time education.

Under the Education (Pupil Registration) (England) Regulations 2006, a school may only remove the name of a pupil who is unable to attend school because of additional health needs from its roll in specific circumstances, which include where: - the pupil has been certified by a medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

## **SCHOOL TRANSFER**

If parents/carers decide to transfer their child to another school or Academy, they should advise their Student Support manager and the relevant head of school, as a matter of priority, providing all necessary details, including any new address (if relevant) and the school or Academy the child is transferring to.

When in the process of a school or Academy transfer the child must continue to attend Leigh Academy Hugh Christie until a start date has been agreed with the new school or Academy. If the Academy does not receive this information and a child stops attending, he or she becomes a 'Child Missing Education' (CME). Any child in this category is reported to the Child Missing Education Officer at the Local Authority, who will follow up the matter under safeguarding legislation.

## **ELECTIVE HOME EDUCATION (EHE)**

If parents or carers take the decision to educate a child at home, they must tell the Academy of this in writing – this letter or email should be addressed to the Principal and include the date of decision to home educate and a brief explanation of the reasons for EHE. Once this letter is received, the Academy will remove the student from the Academy roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers. If an EHE request letter or email is not received, the student remains on the Academy roll and action may be undertaken following irregular or non-Academy attendance procedures and could lead to prosecution or an instant fine under the Anti-Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

## **MONITORING AND EVALUATION**

Monitoring of attendance is systematic and rigorous to ensure there is a strategic approach to improving a student's attendance where it is below expected and impacting on their progress:

- Academy attendance data will be published for consideration at every Academy board meeting. It may also be submitted to the Trust Academies Standards Committee as required.
- Attendance Data will be produced regularly and distributed to the Senior Leadership Team to enable interventions to occur.
- The relevant Head of College, Assistant Head of College and Student Support Manager / pastoral staff within each college will be responsible for monitoring attendance in their college.
- The Head of each College has responsibility for the management of attendance figures, and actions to improve attendance within their college.
- A Designated Senior Leader has overall responsibility for the publication and monitoring of the attendance data for the whole Academy.
- Attendance data will be collected via the DfE Census three times per academic year.

## **STRATEGIES FOR IMPROVING ATTENDANCE**

- The person responsible for leading attendance in each college will meet regularly with relevant staff and make them aware of significant attendance trends and patterns and seek their support to address any issues with students, parents / carers and other stakeholders. This may include Student Support or pastoral staff, tutors, Directors of Learning, College Leadership teams, Trust Attendance Welfare Officer and other staff as appropriate.
- Attendance, punctuality and its impact on learning and progress will be a key area for discussion between Tutors, Student Support, College Leadership teams and parents / carers during consultation days/evenings.
- A range of positive strategies will be used to reward individual students and groups for outstanding and/or improved attendance.
- Regular attendance meetings will be held between individual colleges and the Trust Attendance and Welfare Officer.
- Student attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer/Attendance Service, Children's Social Services, Police, relevant LEA's, Ofsted and the DfE.
- The use of warning letters for attendance that is concerning
- Attendance improvement plans
- Home visits and phone calls to parents
- Meeting with (and not limited to) the Attendance Welfare Officer, College leadership and KCC

## **STRATEGIES FOR PROMOTING ATTENDANCE**

Attendance at 96% or more will rightly be celebrated at Leigh Academy Hugh Christie with students and families receiving the recognition they deserve. This will be celebrated in any of the following ways:

- Regular communication with staff, students and parents/carers
- MCAS so parents can access their child's attendance
- Unsung Hero reward strategy
- Displays for tutor group attendance
- Streak Weeks
- 20 day challenge
- Certificates, badges and rewards for students with positive attendance.

## REGISTRATION CODES

- / Present (AM) \ Present (PM)
- B Educated off site (NOT at an alternative provision)
- C Other Authorised Circumstances
  - C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
  - C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
- D Dual registration (i.e. student attending other establishment)
- E Excluded (no alternative provision made)
- G Family holiday (NOT agreed or days in excess of agreement)
- I Illness (NOT medical or dental etc. appointments)
  - J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K: Attending education provision arranged by the local authority (section 19)
- L Late (before registers closed)
- M Medical/Dental appointments
- N No reason yet provided for absence
- O Unauthorised absence (not covered by any other code/description)
- P Approved sporting activity
- Q: Unable to attend the school because of a lack of access arrangements (travel pass delays via local authority)
- R Religious observance
- S Study leave
- T Traveller absence
- U Late (after registers closed)
- V Educational visit or trip
- W Work experience
- X Non-compulsory school age absence
  - Y1: Unable to attend due to transport normally provided not being available
  - Y2: Unable to attend due to widespread disruption to travel
  - Y3: Unable to attend due to part of the school premises being closed
  - Y4: Unable to attend due to the whole school site being unexpectedly closed
  - Y5: Unable to attend as pupil is in criminal justice detention
  - Y6: Unable to attend in accordance with public health guidance or law
  - Y7: Unable to attend because of any other unavoidable cause
- Z Student not yet on roll
- # School closed to students