



The Hundred of Hoo Academy

Attendance and Punctuality Policy 2023-2024

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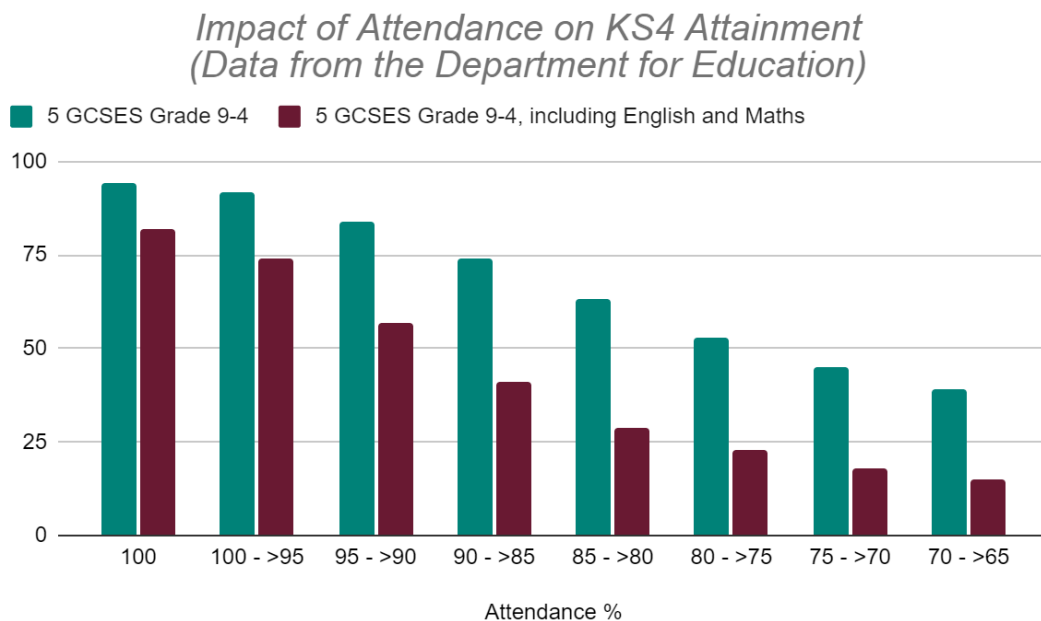
1. Introductory statement

Attendance lead: Mr Harding

The Academy has a statutory responsibility to ensure that every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional well-being during the day. It is a fundamental ethos of the Leigh Academies Trust to celebrate success and achievement and all Academies in the Trust actively promote and encourage 100% attendance by all of our pupils. Our expectation is that all pupils achieve a minimum of 96% attendance.

All children have the right to access education every day of the academic year. This enables them to engage, progress and achieve in all aspects of Academy life. Positive life outcomes are fundamentally linked to excellent attendance and punctuality. We know the importance of all of our pupils benefiting from the 190 days of learning they are entitled to, to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment.

Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance and punctuality. As an Academy, developing effective links with parents is a high priority and we are committed to regularly conveying to parents, carers and pupils the importance of excellent attendance and punctuality. It is an offence in law to permit absence without good reason and may result in prosecution under the Anti – Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.



2. Roles and Responsibilities

2.1 The Academy will:

- Ensure that all staff are aware of the Roll Call / Registration procedures and receive appropriate professional development with regard to these.
- Complete Roll Call 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.
- 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 consultation days and reporting systems, ensure that parents, carers and pupils 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 pupils feel supported and valued.
- Support pupils 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.

2.2 Parents / Carers will:

- Actively promote and encourage 100% attendance.
- Contact the school whenever the pupil 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.

3. Attendance Procedures

3.1 Roll Call

- The statutory recording of attendance and absence at the start of each session (am / pm) is known as Roll Call. This is undertaken within the first 30 minutes of the morning and afternoon sessions. Wherever possible this Roll Call is taken 'electronically' by register calling.
- The recording of attendance and absence to all other lessons will be known as Registration.
- Designated staff will be reminded of their legal duty to complete and submit Roll Call at the appropriate time, and using the correct registration codes (Appendix 1).
- Legally the register must be taken twice a day, once at the start of the school day at 8:40am, and once during the afternoon session at 2:00pm on Monday, Tuesday, Thursday and Friday. On Wednesday afternoon registration will be taken at 1:00pm. The registers will remain open for 10 minutes. Pupils 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. Pupils 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.

3.2 Informing the Academy of Absence

If a child is absent Parents or 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 or emailing their college Parent Enquiry email address.

- Parents or 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 from purchase 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 Head Teacher/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.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and will be subject to legal action

3.3 Unauthorised Absence

From February 2004, new measures introduced in the Anti-Social Behaviour Act 2003 have made it possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of a Penalty Notice. These Penalty Notices require the recipient to pay a fine of £60 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.

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 medical evidence to support absence due to ill health
- Parents or carers remove pupils from school for holidays or trips (leave of absence) during term time
- Pupils 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 pupil 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 pupil 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.

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.

3.4 Lateness

Poor punctuality is not acceptable. Pupils arriving late cannot start the day effectively, disrupt lessons, and encourage absence or poor punctuality in others. Where pupils are late to the Academy with no valid reason the following punctuality protocols will be followed:

- The Academy day starts at 8.20am and we expect pupils to be through the gate and on their way to their P1 classroom by 8.25am.
- Any pupil who arrives through the gate after 8.40am will be expected to report to the College Student Services Manager at the gate who will take their name. This will be automatically recorded as Late (L code) and a 50 minute same day detention will be issued. If a pupil arrives after 9:00 then this will be recorded as an unauthorised lateness (U code) and a 50 minute same day detention will be issued.
- A pupil's second late offence in a term will be sanctioned with a 50 minute detention and phone call home. The third offence will trigger a 3-5pm detention. Persistent lateness can lead to a meeting with the Attendance Advisory Officer and a court referral being processed.
- 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 8:25am, following the same procedures for absence.

Informing parents of absence, lateness and illness

If a child is absent, the Academy will:

- Call parents or carers on the first and subsequent day of absence if the Academy has not already been notified of the absence – this is known as truancy call. If there is no answer then a text or email will be sent to parents on day two and 3.
- Advise parents or carers in writing of any concerns regarding absence and lateness in line with our Fast Track Attendance scheme.

Leaving Site During the Day

Pupils are not to leave site during the school day, except in exceptional circumstances:

- In case of medical need, in the first instance the pupil should seek medical attention from our on-site first aider. With permission, a pupil may take time out of a lesson (in a designated area) to see if their condition improves. The first aider may feel that it is not appropriate for the child to be in the Academy due to poor health. Permission from the Head of College must be granted before a child leaves site due to feeling unwell
- First aid staff will contact parents or carers to gain permission to send the pupil home, in some cases the parent will be required to collect their child from the Academy
- Pupils must NOT contact parents during the Academy day and request collection or permission to leave.
- Prior to leaving the Academy site, all pupils must report to their College Student Services 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 pupil to leave the Academy, they will be issued with an exit pass which confirms the pupil has permission to leave the site. This requires the Parents/Carers to contact the relevant College Student Services soon as the pupil arrives home.

- Post 16 pupils who wish to leave the site during the Academy day must adhere to the signing out procedures determined by the Director of Learning for Post 16.

4. Monitoring and Evaluation

Monitoring of attendance is systematic and rigorous to ensure there is a strategic approach to improving a pupil'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 support staff or Support Mentor within each college/Academy will be responsible for monitoring attendance in their college/Academy.
- The Head of each College has responsibility for the management of attendance figures, and actions to improve attendance within their Academy/college.
- A Designated Principal/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.

5. Strategies for Improving Attendance and Punctuality

- The person responsible for leading attendance in each Academy 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 pupils, 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 pupils and groups for outstanding and/or improved attendance.
- Regular attendance meetings will be held between individual colleges and the Trust Attendance and Welfare Officer.
- Pupil 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.

6. Absence of Leave during Term Time

All pupils are encouraged to attend school every day of the 190 days that school is open. The register is called twice daily and pupils 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 Headteacher/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 Headteachers/Principals

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 Headteachers/Principals 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, The Hundred of Hoo Academy does not authorise holidays during term time. Permission, however, may be granted only in 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 Headteacher/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.

In the case of all unauthorised leave of absences, incurring 10 or more unauthorised sessions (5 days), an application for a Fixed Penalty Notice will be made to the local authority.

Notes:

- From February 2004, new measures introduced in the Anti-Social Behaviour Act 2003 have made it possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of a Penalty Notice. These Penalty Notices require the recipient to pay a fine of £60 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. Penalty notices will be issued to each parent/ carer that resides with the child.
- Non-payment of these fines will result in application to Criminal Court.
- If a Parent/Carer requests for a term holiday is refused, but the holiday taken, it will be classified as unauthorised absence and may be subject to a penalty notice being served to each parent/ carer that resides with the child by Medway's Attendance Advisory Service for Schools and Academies (AASSA)
- A formal application must be made in writing, IN ADVANCE and returned to the Attendance Improvement Coordinator.
- Permission sought after a holiday has been taken will not be granted.
- If the parent/ carer removes a student from their education for the purpose of a suspected holiday without advising the school this will be referred to the Attendance Advisory Practitioner (AAP). On the third day of absence a letter will be sent requesting that the parent/ carer contacts the school within 2 days to confirm the reason for absence. No response will assume to be a holiday absence and penalty notice(s) may be issued.

The Academies policy is not to authorise holidays during term time. Any applications for leave in term time must be made in writing to the Head Teacher/Principal. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances. Each application will be considered on its own merit, and the attendance record(s) of the child/ren concerned will be taken into account when making a decision.

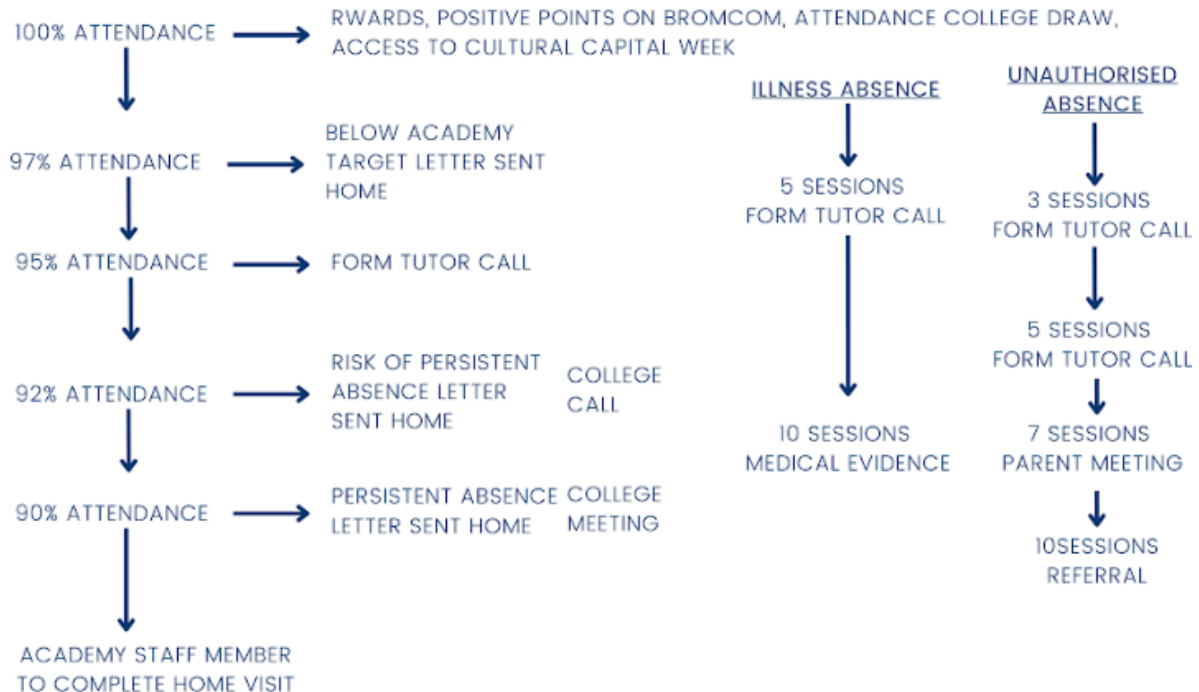
7. Persistent Absence Referrals

A pupil is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The Academy will consider pupils below 95% at risk. Pupils 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 pupils 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.



The Hundred of Hoo Academy Attendance Policy



8. Penalty Notices for Unauthorised Absences

Unauthorised absence:

- A Penalty Notice can only be issued in cases of persistent unauthorised absence.
- Parents/Carers and pupils are supported by the Academy and local authority to overcome barriers to regular attendance. Sanctions of any nature are used where parental cooperation in this process is either absent or deemed insufficient to resolve the presenting problem.
- A penalty notice can only be issued as a means of enforcing attendance where there is a reasonable expectation that its use will secure improvement.
- A penalty notice can only be issued where a pupil has been absent or late for a period/periods of time and the absence or lateness has not been authorised by the Academy.
- After the Academy has taken steps to resolve attendance concerns / warned the parent/carers of possible Penalty Notice referral, the Academy will refer directly to the local authority, to issue a Penalty Notice for unauthorised absence where the pupil has:
 - been absent for 10 or more half day sessions without authorisation during any 100 possible school sessions – these do not need to be consecutive
 - been persistently late for up to 10 sessions after register has closed (15 minutes)
 - unauthorised absence for any public examination of which dates have been published in advance
 - unauthorised absence for any formal school assessments, tests or examinations where the dates have been published in advance

→ unauthorised Term Time Leave

- Unless the issuing of the Penalty notice in these circumstances would conflict with other interventions in place such as Early Help.

Exclusion:

A penalty notice can only be issued where an excluded child is found in a public place during school hours of days 1-5 of any fixed term or permanent exclusion.

9. Removing a Pupil from the Academy Roll

Continued 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 pupil 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 pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

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

School Transfer

If parents/carers decide to transfer their child to another school or Academy, they should advise the Attendance Advisory Practitioner 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 The Hundred of Hoo Academy 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 pupil 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 pupil 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.

Appendix 1 CODE DESCRIPTION

- / Present (AM) \ Present (PM)
- **B** Educated off site (NOT Dual registration)
- **C** Other Authorised Circumstances (not covered by another appropriate code/description)
- **D** Dual registration (i.e. pupil attending other establishment)
- **E** Excluded (no alternative provision made)
- **G** Family holiday (NOT agreed or days in excess of agreement)
- **H** Family holiday (agreed)
- **I** Illness (NOT medical or dental etc. appointments)
- **J** Interview
- **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
- **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
- **Y** Enforced closure /School/LA Transport unavailable / widespread disruption to travel
- **Z** Pupil not yet on roll
- **#** School closed to pupils