



## LANGWITH BASSETT JUNIOR ACADEMY ATTENDANCE AND PUNCTUALITY POLICY

### DOCUMENT CONTROL

Policy Level	Academy		
Approved by			
Approved Date			
Next Review Date	September 2024	Frequency	Annually
		Author	Sarah Bacon
Version Number	Date Issued	Updated Information	
1.0	September 2023	Updated policy	

## **This is the Attendance and Punctuality Policy for Langwith Bassett Junior Academy**

Langwith Bassett Junior Academy  
Bassett Hill  
Upper Langwith  
NG20 9RD

Name of Senior Attendance and Punctuality Lead – Mrs Sarah Bacon

### **Mission Statement**

**We are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.**

**Together we will:**

- **Foster self-esteem, enjoyment and happiness, in a stimulating, safe, secure environment,**
  - **make the most of opportunities to engage in inspiring learning,**
  - **be united as a team in our warm and welcoming community,**
- **nurture enterprising, resilient children, who grow into independent citizens, making a positive contribution to society,**
  - **celebrate diversity and treat others with tolerance and mutual respect,**
  - **aspire to excellence and be determined to be successful in all that we do.**



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## Section 1: The aims and principles underpinning our Attendance and Punctuality Policy

Our academy has the highest standards and expectations in place for all pupils.

Langwith Bassett Junior Academy teaches and promotes the importance of attendance and punctuality to all pupils to enable an ethos of attendance and punctuality excellence to be established and shared by all members of our community.

Our academy is committed to maximising the achievement of all pupils and recognises the importance of excellent attendance and punctuality as a part of this. There is a clear link between excellent attendance and educational achievement. Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them. A broad and balanced education is dependent on regular attendance at the academy. The global Covid-19 pandemic did have an impact on some of the attendance and punctuality routines of our pupils. We are committed to ensuring that learning is not lost, but that it has experienced delay and we continue to focus closely on attendance so that any learning gaps are closed for all our pupils.

We value partnership working and parents/carers have a crucially important role in ensuring that their children access school regularly (*\*Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home) – DfE School attendance parental responsibility measures*) and support the academy in encouraging attendance excellence with their children. Langwith Bassett Junior Academy looks to work in partnership with families to ensure that their child's attendance is as regular and punctual as possible. The building of strong relationships with families is a key priority.

Langwith Bassett Junior Academy regularly reviews practice and looks to ensure that attendance and punctuality policies and procedures are following effective practice models. We work in close partnership with multi-agencies and the Local Authority to ensure that resources are directed swiftly and effectively to pupils and their families where attendance and/or punctuality is a concern.

Langwith Bassett Junior Academy will always take appropriate action to promote and encourage excellent attendance to the academy and to promote and support attendance and punctuality to lessons during the academy day.

Langwith Bassett Junior Academy is committed to reducing persistent (below 90%) and severe (below 50%) absence levels and recognises the importance of personalised approaches to supporting attendance and punctuality.

This policy is key in ensuring that the highest standards and expectations of attendance and punctuality are in place for all of our pupils and that a consistent approach is taken when working with families where the attendance of children is a cause for concern. Ultimately, we want all of our pupils to access the best educational and enrichment opportunities and it is only with regular attendance and excellent punctuality that pupils will be able to experience a full range of opportunities and learning experiences.

It is because we want the best for all of our pupils that this policy is in place and is regularly reviewed.

## Section 2: Legislation and guidance informing our policy

This policy meets the requirements of the [Working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental](#)

[responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- 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.

This policy should be read in conjunction with the Langwith Bassett Junior Academy Behaviour and Rewards and Safeguarding Policies.

### **Section 3: Roles and Responsibilities**

#### **a) The responsibilities of the Local Governing Body are to:**

- Promote the importance of school attendance across the academy's policies and ethos.
- Make sure school leaders fulfil expectations and statutory duties.
- Monitor attendance figures for the academy
- Regularly receive, review and challenge attendance data and targets.
- Make sure staff receive adequate training on attendance.
- Support the academy in its efforts to improve and raise attendance.
- Contribute to plans where attendance is a cause for concern.
- Contribute to the academy's strategies to improve attendance e.g. Academy Attendance Panel meetings.
- Hold the Principal to account for the implementation of this policy.

The governor with responsibility for monitoring, challenging and reviewing attendance is: Mrs Zara Longden

#### **Specific responsibilities linked to this role, include:**

- Meeting with the Principal/Attendance Lead to review punctuality and attendance data and consider against local and national contexts
- Reviewing and supporting attendance action plans linked to key groups of pupils where attendance is a cause for concern

#### **• The responsibilities of the Principal are to:**

- Implement our Attendance and Punctuality Policy.
- Monitor academy-level absence data and report it to governors.
- Support staff with monitoring the attendance of individual pupils.
- Monitor the impact of any implemented attendance strategies.

- Issue fixed-penalty notices, where necessary, and in line with Local Authority procedures.
- Report pupils missing in education (CME) following academy and local authority procedures.
- Report to the Local Authority any pupils where written notification of Home Education has been requested.
- Attend Case Conferences, TAF meetings and/or other directed professionals' meetings on behalf of the academy/trust.

**b) The responsibilities of the Attendance Lead are to:**

- Develop, monitor and regularly review the Attendance and Punctuality Policy in collaboration with the Principal.
- Lead attendance across the academy.
- Have a clear ethos, vision and strategy for improving academy attendance and communicate this effectively with staff, governors and parents/carers.
- Monitor and analyse attendance data.
- Benchmark attendance data to identify areas of focus for improvement.
- Provide regular attendance reports and report concerns about attendance to the Principal.
- Work with education welfare officers to tackle persistent absence.
- Advise the Principal when to issue fixed-penalty notices (FPNs).
- Produce and distribute attendance information for parents/carers
- Ensure programmes are in place to educate pupils about the importance of punctuality and attendance.
- Deliver targeted intervention and support to pupils and families.
- Ensure that attendance data is collected effectively and patterns and trends are used to inform timely intervention for individuals and cohorts of pupils.
- Collate attendance data for the DfE, Local Authority and the Local Governing Body and in liaison with colleagues.
- Support the role/s of the Attendance Team and use academy resources efficiently and effectively.
- Identify those pupils whose attendance is falling below average and work with parents/carers towards improvement.
- Liaise with the EWO, Local Authority and relevant multi-agencies regarding pupils whose attendance is giving significant cause for concern.
- Reward outstanding / improving attendance.
- Liaise with relevant colleagues regarding Attendance Support Plans (ASPs) and their implementation for pupils with specific medical needs.

**c) The responsibilities of the School Business Officer are to:**

- Take calls from parents/carers about absence on a day-to-day basis and record these on the academy system (SIMS etc).

- Contact parents/carers where no message or call has been received by 9.30am to determine reason for the child's absence. Where repeated attempts at contact generate no response, contact will be made with the Academy Education Welfare Officer to initiate a home visit.
- Enter information received regarding attendance onto the SIMS system. Pupils arriving after the register has been taken should have their absence mark amended. A late mark should be recorded, where appropriate.
- Notify staff and parents/carers of absences in line with attendance procedures.
- Provide administrative support in logging, tracking and communicating individual and collective attendance levels and patterns.
- Identify individual pupils with known punctuality/attendance concerns and share information with the Principal/Attendance Lead.

**d) The responsibilities of the Class Teachers are to:**

- Record attendance on a daily basis, using the correct codes, and submitting this information to the school office. Registers should be taken each morning and afternoon, within the first 10 minutes of the session, and close at 9.00am. and 1.10pm.
- Have regular discussions with pupils about the importance of excellent attendance and punctuality.
- Liaise with the Academy Business Officer regarding any queries surrounding absence.

**• The responsibilities of the Education Welfare Officer are to:**

- Monitor and improve attendance of target groups in collaboration with the Principal/Attendance Lead.
- Conduct visits, write letters and liaise with other agencies linked to pupils whose attendance is a cause for concern.
- Arrange calls and meetings with parents to discuss attendance issues.
- Liaise with the Local Authority Attendance Teams regarding case-loads and prepares any relevant documentation.
- Work closely with the Principal to review attendance systems and procedures.
- Our Educational Welfare Officer can be contacted via phone on 01623 742236

#### **Section 4: Academy Expectations**

**We expect our pupils:**

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to reception and sign in should they arrive after 8.45am.

**We expect parents/carers of our pupils to work with us to ensure:**

- Their children attend the academy regularly and on time.
- They contact the academy every day that their child is unable to attend (before 09.00).
- Their child arrives on time and is well-prepared for the school day (being well prepared means that pupils arrive in full academy uniform, with a school bag, their reading book and planner.

- They contact the academy whenever any problem arises that may lead to their child's absence/keep their child away from the academy.
- The academy is informed and authorisation sought for any forthcoming appointments and, where possible, appointments are arranged outside of the academy day. Appointment cards/letters etc. should be provided to confirm the need for absence due to medical purposes.
- The continuity of their children's education by taking holidays during the academy holiday periods.
- They can be easily contacted by providing more than one contact number as per safeguarding requirements.

**What pupils and parents/carers can expect of the academy:**

- A broad and balanced education that is dependent on regular attendance at our academy.
- The encouragement and promotion of excellent attendance.
- Regular, efficient and accurate recording of attendance.
- Contact with parents/carers on a daily basis when a pupil does not attend.
- Close liaison with the Early Help Team to assist and support parents/carers, pupils and their families where needed.
- Notification to parents/carers of their child's attendance record through regular reports, and letters home.
- Accurate marking of the register using the DfE Attendance and Absence Codes (see Appendix 1)
- Where the academy's procedures and contact with home have failed to bring about improvement and poor attendance persists, the academy will request that parent/carers attend meetings within the academy with the Principal and/or the Education Welfare Officer. Where a pupil's attendance does not improve when placed on an 'Attendance Plan' (AP) a meeting will take place with the Academy's Attendance Panel (including the Attendance Governor) and the relevant communication and referrals will be made to multi-agencies/the Local Authority who will liaise with academy staff to provide further attendance support.
- The academy and year group attendance data will be collected, analysed and monitored. The academy will respond to any areas of concern identified.
- Through partnership working with Early Help and the Local Authority, further action may be taken in the form of a penalty notice should concerns regarding a child's attendance persist despite the academy's procedures being followed (see Appendix 2).

## **Section 5: Recording attendance**

### **1. The Attendance Register**

AM and PM attendance registers take place every day.

Attendance registers mark whether pupils are:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry



- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of the circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

## **2. Unplanned Absence**

- The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 09.00 or as soon as practically possible by calling the academy on 01623 742236 (see also section 8).
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask the pupil's parent's/carer's to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## **3. Planned Absence**

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides appropriate documentation e.g. appointment card/letter. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- Please contact the academy and follow Leave of Absence procedures (Section 6) where making a request for absence during term time.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the academy can authorise

## **4. Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late (within the first 30 minutes of the start of the morning or afternoon session) using the code L.

- After the register has closed (after the first 30 minutes of the start of the morning or afternoon session) will be marked as absent, using the U code
- The academy actively discourages late arrival, monitors and tracks patterns of late arrival and will contact parents/carers to identify why pupils are arriving late to prevent late arrival moving forwards.
- Staff actively encourage punctuality to the academy each morning. Pupils arriving late disrupt the continuity of learning for others as well as themselves. Attendance marks are tracked daily.
- Persistent lateness may provide grounds for prosecution and parents will be informed of this. The **Education Welfare Officer** will notify parents/carers if pupils develop a pattern of lateness.

## 5. Unexplained absence

Where any pupil we expect to attend the academy does not attend, or stops attending, the academy will:

- Make contact with the pupil's parents/carers on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may need to seek support from external agencies including the Police, Social Care and/or Early Help.
- Identify whether the absence is authorised or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day the absence continues without explanation to ensure proper and appropriate safeguarding action is taken where necessary. If absence continues, the academy will seek the support of the Education Welfare Officer
- The EWO will conduct home visits for all pupils who are absent for more than 3 days. In the case of pupils identified as vulnerable (CP, CIN - safeguarding concerns), our EWO will visit on day 1 of the absence.

## 6. Reporting to parents/carers

- The academy will regularly inform parents/carers about their child's attendance and absence levels each term.
- If parents/carers have any questions about their child's attendance and/or punctuality record, they should contact the academy's academy office on 01623 742236 or via email, [info@langwithbassetacademy.org](mailto:info@langwithbassetacademy.org)

## Section 6: Authorised and unauthorised absence

### 1. Approval for term-time absence

- The Principal will only grant a leave of absence to a pupil during term time if they consider there to be '**exceptional circumstances**'. A leave of absence is granted at the Principal's discretion, including the length of time authorised linked to the absence request.

**We define 'exceptional circumstances' as one-off events that are unavoidable and could include (non-exhaustive list):**

1. funerals or weddings of immediate family members
2. to visit a terminally ill relative

3. forces staff returning from abroad
4. parents/carers returning from having to work abroad for a fixed, minimum term period
5. compassionate leave
6. performance at representative level (County/National) with accompanying letter from the relevant body

**Please note:** Parent/carer employment holiday rotas and differences in the financial costs of holidays in term time compared to designated school holiday periods, **are not** exceptional circumstances and holidays **will not** be authorised linked to these reasons.

- Children have to attend school for 190 days per academic year. This leaves 175 days (including weekends) free for families to take holidays.
- The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- The Principal will determine the number of academy days a child can be away from academy **if** the leave is granted. (For example, a maximum of two days or equivalent in each academic year will be awarded for pupils taking part in pursuits not linked directly to the academy e.g. National sports representation).
- Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form (Appendix 3), available from the academy office. The Principal may require evidence to support any request for leave of absence.
- Parents/carers who remove their children from the academy without authorisation or do not return their child to the academy on the agreed date following an authorised period of leave of absence, may face a Fixed Penalty Notice Warning (FPN) which could lead to a fine/prosecution.

**Valid reasons for authorised absence include:**

- Illness and medical/dental appointments (see sections 5.2 and 5.3 for further details)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's/pupil's parents/carers belong. If necessary, the academy will seek advice from the pupil's/pupil's parents/carers religious body to confirm if the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English, Welsh, Irish and Scottish travellers, fairground workers, circus people, occupational boat dwellers and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil/pupil is attending educational provision.

Government advice and guidance regarding supporting the attendance of children that identify as members of traveller communities is stated below:

**Code T: Traveller absence**

*230. A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.*

*231. This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.*

*232. Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school.*

*233. Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so.*

*234. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.*

## 2. Legal sanctions

The academy or Local Authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60.00 within 21 days or £120.00 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a Principal, Local Authority or the Police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within an academic year
- One off instances of irregular attendance, such as holidays taken within term time without permission
- Where an excluded pupil is found in a public place during academy hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice

Please refer to Appendix 2 which outlines the Derbyshire County Council Penalty Notice process.

DfE guidance issued in May 2022 – '**Working together to improve school attendance**', clearly shows the responsibilities of academies, parents/carers, Local Authorities and agencies in ensuring that pupils/pupils attend school.

- Page 8 shows how all partners should work together to: EXPECT, MONITOR, LISTEN AND UNDERSTAND, FACILITATE SUPPORT, FORMALISE SUPPORT and ENFORCE.
- Page 33 discusses effective school attendance improvement and management and indicates the importance of prevention, early and targeted intervention. Ultimately all adults working with children have a responsibility to ensure that they work together to enable all young people to attend school.
- Page 34 shows how support may range voluntary to formal support and how if attendance does not improve, action will involve statutory children's social care involvement moving to attendance prosecution if there is no improvement over time with support.

We are committed to proactive attendance intervention that enables our families to feel supported and break down the barriers that may impact upon their children attending the academy. However, we will use every possible means of ensuring that our young people attend our academy and receive an education, as is their legal entitlement.

## **Section 7: Strategies for promoting excellent attendance and punctuality at Langwith Bassett Junior Academy**

We promote excellent attendance and punctuality as a high priority and seek to celebrate outstanding/improving attendance and punctuality.

- Attendance and punctuality and their importance is very high profile at our academy and pupils are taught about the impact of their attendance and punctuality on their learning.
- Information is sent to parents/carers about the importance of attendance – Attendance Matters Leaflet and communication linked to attendance updates
- Attendance figures are shared in assemblies.
- Certificates are awarded for attendance excellence each half term, term and annually.
- Recognition is made of improving attendance for individuals/groups of pupils
- Excellent/improving attendance is shared with parents/carers through monitoring reports and attendance updates where a child is part of attendance support planning
- Attendance figures are shared with parents/carers and excellence / improvement is praised by class teachers, the Educational Welfare Officer and Leadership Team.
- Our website displays our Attendance and Punctuality Policy and further advice and guidance for parents/carers where a pupil's attendance is a cause for concern

## **Section 8: Attendance monitoring**

### **1. Attendance monitoring**

At Langwith Bassett Junior Academy we monitor attendance data daily, weekly and half termly. We look at percentage attendance and compare our attendance levels with national and regional statistics. We carefully monitor and track the attendance of all pupils/pupils individually and key cohorts including, year groups, gender groups, SEND, disadvantaged, LAC and EAL.

Our academy attendance target is rightly ambitious at 96.6%. Children with attendance at 96.6% or above are more likely to achieve in line with their targets and above peers that have lower attendance levels.

We look closely at pupil attendance and ensure that:

- Pupils with attendance between 93-96% are tracked and monitored and parents are informed.
- Where a pupil's attendance falls to 90-93%, parents will be informed by letter and attendance will continue to be tracked and monitored.
- Persistent absence pupils (attendance below 90%) are supported by our Education Welfare Officer. We also refer some pupils, with parental agreement to Early Help, where attendance continues below 90% and intervention has been put in place.
- Pupils categorised as 'severely absent' (attendance below 50%) are supported by our Education Welfare Officer. All pupils with attendance below 50% will be reported to Derbyshire County Council Children's Services as part of our safeguarding commitment to our pupils.

Close monitoring and enhanced support are put in place for particular pupils/groups of pupils whose absence is a cause for concern.

Pupil level absence data is collected each term externally and published at national and local authority level through the DfE's school absence national statistics releases. The academy compares attendance data to the national average using FFT Aspire, and shares this at each Local Governing Body meeting.

## **2. Analysing attendance**

The academy will:

- Analyse attendance and absence data regularly to identify pupils/pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils/pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

## **3. Using data to improve attendance**

The academy will:

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## **4. Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Regularly communicate with the parents/carers of pupils whose attendance is a cause for concern. Dependent upon the level of attendance concern, different verbal/written communication will be had with/sent to parents/carers indicating the next stages of support and intervention.

- Hold regular meetings with the parents/carers of pupils who the academy (and/or Local Authority) consider to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement in school.
- Provide access to wider support services to remove attendance barriers.

Our academy cares about your children and their educational and wider success. If we did not have this level of care and high expectations for them, we would not invest time, energy and resources in working with all of our pupils and their families where attendance needs to improve. It is important that this is kept in mind when communicating with the academy about your child's attendance levels. Judgements are not being made about how attendance levels have become a cause for concern but a firm focus is placed on improving attendance levels for all pupils where their attendance may impact on their learning and wider success. It is important that professionals, parents/carers and all supporting adults work together to remove attendance barriers.

It is vitally important that parents/carers are actively engaged in promoting good attendance. The academy will keep parents/carers informed on issues surrounding attendance and punctuality through academy website, newsletters, and electronic, written and verbal communication. The academy will react as swiftly and effectively as possible to any parent/carer concerns. Parents/carers will be encouraged to make contact with the academy to discuss any issues impacting on their children's attendance. A child of compulsory academy age who is registered at an academy must attend regularly. In law parents/carers have the prime responsibility for ensuring that their children attend school regularly.

## **Section 9: Working in partnership with the Local Authority and professional agencies**

Our Local Authority Attendance Team is Education Welfare Service, Derbyshire County Council, County Hall, Matlock, DE4 3AG.

Their role is to undertake statutory duties in relation to school attendance including legal processes for unsatisfactory school attendance and duties in relation to children missing from education and/or without a school place including dedicated support for children identifying as members of the travelling community.

Derbyshire County Council Local Authority Attendance Guidance can be found at:

<https://www.derbyshire.gov.uk/education/schools/welfare-services/education-welfare-services.aspx>

[EWS.HQ@derbyshire.gov.uk](mailto:EWS.HQ@derbyshire.gov.uk) - Queries regarding school attendance prosecution processes

[CS.CMECoordinators@derbyshire.gov.uk](mailto:CS.CMECoordinators@derbyshire.gov.uk) – queries regarding children missing education/without a school place/traveller education support.

We work together with Early Help Teams to support the intensive needs of children, young people and families. We will ensure that children, young people and families who have emerging needs are supported through an Early Help Assessment.

We work together with Social Care to support the intensive and complex needs of children, young people and families. We will provide input and information for agency checks, assessments and review meetings.

## **Section 10: Monitoring arrangements**

This policy will be reviewed as guidance from the Local Authority or DfE is updated. The policy will be updated at an academy and trust level annually.

This policy will be reviewed by the trust attendance lead, Rachel Denton in collaboration with the Langwith Bassett Junior Academy Principal, Sarah Bacon.

At each review, the policy will be approved by the Langwith Bassett Junior Academy Local Governing Body.

<b>Section 11: Links with other policies at Langwith Bassett Junior Academy</b>
<p>This policy links to the following policies:</p> <ul style="list-style-type: none"><li>Langwith Bassett Junior Academy Child Protection and Safeguarding Policy</li><li>Langwith Bassett Junior Academy Behaviour and Rewards Policy</li><li>Langwith Bassett Junior Academy Supporting pupils with medical needs</li><li>Langwith Bassett Junior Academy Medicines in the academy</li><li>Langwith Bassett Junior Academy Suspensions and Permanent Exclusion Policy</li></ul> <p>These can all be found on our academy website.</p> <p><a href="https://www.langwithbassettaacademy.org/">https://www.langwithbassettaacademy.org/</a></p>



## **Appendix 1: Attendance Codes**

Updated DfE guidance – May 2022

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>	<b>FOR STATISTICAL PURPOSE</b>
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site educational activity	Approved educational activity	Counted as physically present
C	Leave of absence authorised by the academy	Authorised absence	
D	Dual registered – at another educational establishment	Not counted in possible attendance	
E	Excluded (no alternative provision made)	Authorised absence	
G	Family holiday (NOT authorised by the academy or days in excess of agreement)	Unauthorised absence	
H	Family holiday authorised by the academy	Authorised absence under exceptional circumstances	
I	Illness (NOT medical or dental appointments)	Authorised absence *In line with transition to 'Living with Covid-19' and the latest public health guidance, code I should be used for those pupils/pupils who have Covid-related symptoms or have a positive test result.	
J	Interview	Approved education activity	Counted as physically present
L	Late (before registers closed)	Present	
M	Medical/dental appointments	Authorised appointments	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved supervised sporting activity	Approved education activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Traveller absence	Authorised absence	
U	Late arrival (after registers closed)	Unauthorised absence	

V	Educational visit or trip	Approved education activity	Counted as physically present
W	Work experience	Approved education activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances (enforced closure)	Not counted in possible attendances	
Z	Pupil not yet on admission register	Not counted in possible attendances	
#	Planned whole or partial school closure	Not counted in possible attendances	

## Appendix 2: DCC Local Authority Fixed Penalty Notice advice for parents/carers

### PENALTY NOTICES

#### ADVICE FOR PARENTS AND CARERS

- **What is the Anti-Social Behaviour Act 2003?**

The Act gives powers to local authorities, schools and the police to issue penalty notices to parents or carers for their child's non-attendance at school.

- **Why have penalty notices been introduced?**

Reducing absence from school is very important. This is because missing school can damage children's achievements, disrupt the school's routines and affect other children's learning. It can also leave children at risk of anti-social behaviour and youth crime. Above all, missing out on the opportunities provided in school can have a long-term effect on children's chances in life.

- **What are my responsibilities as a parent?**

You have a legal duty to ensure that your child receives full-time education<sup>1</sup>. Unless you can show that you are providing this yourself, you must ensure that your child attends school regularly and on time. You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.

***Remember - only your child's school can authorise absence or late arrival.***

If you fail to make sure that your child attends regularly and punctually, you may be prosecuted in court. The penalties are severe and, in serious cases, may result in a prison sentence.

- **What is a penalty notice?**

A penalty notice is an alternative to prosecution. It requires the parent to pay a fixed amount as a fine for their child's non-attendance and avoids court proceedings. It is intended to secure better attendance without taking legal action through the courts.

- **What are the penalty costs?**

The fine is £120 to be paid within 28 days. The 28 days starts two days after the date of issue as shown on the notice. If the fine is paid within 21 days, payment reduces to £60.

**PLEASE BE AWARE when two parents/carers are issued with a penalty notice for the same child both penalty notices must be paid. The fine will apply to each parent for each child who fails to attend regularly and punctually.**

For example, in a family where there are two parents who fail to ensure proper attendance of their child, the fine would be £120 for each parent.

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<sup>1</sup> The law states that education must be "efficient, full-time and suitable to the child's age, ability, aptitude and to any special educational needs the child may have either by regular attendance at school or otherwise (Section 7 of the Education Act 1996)"

## ▪ **Who is counted as the parent responsible for ensuring attendance?**

### ▪ The law defines a parent as:

- Any natural parent, whether married or not
- Any parent who, even if not married, has responsibility as a parent
- Any person who, although not a natural parent, has care of a child or young person

Having care of a child or young person means that if the child or young person lives with you and is cared for by you then you will be regarded as the parent irrespective of what your relationship is with the child.

## ▪ **How are they issued?**

A penalty notice will normally be sent by first class post to your home.

## ▪ **When are they used?**

Penalty notices can be used in a wide range of situations, including but not limited to circumstances:

- Where it is clear that parents fail to ensure their child attends school regularly and on time
- Where parents take their child on holiday during term-time without the written permission of the headteacher.

## ▪ **Is a warning given?**

A formal written warning will usually be given in the first circumstance, but there will be certain circumstances where you will not be given a formal written warning. For example, if you have taken your child on holiday in term-time without the authorisation of the headteacher.

## ▪ **What happens if I receive a warning letter?**

The warning letter will tell you how many school sessions your child has missed and give you a minimum of 15 school days to improve your child's attendance. If there is no significant improvement, a penalty notice will be issued.

We never take such action lightly and would prefer to work with parents or carers to improve attendance without having to enforce it. However, we will use these powers to ensure that your child attends school.

## ▪ **What does the law say regarding holidays in term-time?**

The law makes it clear that the headteacher should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.<sup>2</sup>

Parents are not entitled to take their children on holiday in term-time. Such holidays can only be taken with the written approval of the headteacher. Each case will be considered on its own merits and the decision of the headteacher is final.

Please remember that holidays taken in term-time without the headteacher's approval may result in:

- Each parent receiving a penalty notice for each child for each period of absence
- A penalty notice will be issued regardless of the child's previous attendance
- A penalty notice will be issued without warning

Taking or allowing your child to take a holiday in term-time without the school's permission is a serious matter. If we find that you have done so, we will not hesitate to issue a penalty notice.

## ▪ **Can I appeal?**

There is no right of appeal once a penalty notice has been issued.

We can take back a penalty notice but **only if**:

- It should not have been issued in the first place (for example, if your child was actually at school); or
- It has been issued to the wrong person; or
- It appears to Derbyshire County Council that the notice contains material errors.

If you believe that any of the above circumstances apply, you should contact Derbyshire County Council immediately with evidence to support your view. The contact details will be included in the penalty notice.

#### ■ **How do I pay?**

Details of how to pay will be included in the penalty notice. Please remember that there will be no reminder to pay and no opportunity to pay in instalments. Failure to pay within the timescales as specified in the penalty notice will result in prosecution.

#### ■ **What happens if I do not pay?**

If you do not pay, the consequences can be very serious. You have up to 28 days from receipt to pay the penalty notice in full. After this time, if it has not been paid, Derbyshire County Council is required by law to begin proceedings in the magistrates' court for the original offence of poor attendance by your child.

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<sup>2</sup> The Education (Pupil Registration) (England) (Amendment) Regulations 2013

If proven, this can attract a range of fines of up to £2500, and may include other remedies such as parenting orders, community sentences, or imprisonment, depending on the circumstances. A guilty verdict will also mean that you will have a criminal record.

All this can be avoided by payment in full by the due date.

#### ■ **Can I be prosecuted if I pay but my child still fails to attend school?**

You cannot be prosecuted for the period included in the penalty notice. However, you can be prosecuted for any further periods of non-attendance not covered by the penalty notice, depending on the circumstances.

#### Leave of absence in term time – Local Authority guidance for the consideration of parents/carers

- 1 The decision to grant the request is for the school, not the Authority or the parent/carers. Only schools can authorise absences.
- 2 There is no requirement to authorise because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent/carers can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parents'/carers' workplace holiday arrangements, then a letter from the employer/s explaining why the leave of absence must be taken in term time SHOULD be attached to this form on letter-headed paper.
- 8 If important work has been missed by the pupil due to parents/carers making a request for leave of absence for a holiday, parents/carers should not expect special arrangements to be made by the school for that pupil to catch up work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
  - The overall attendance of the child for the previous academic year or 3 terms.
  - If taking leave of absence in the first half of the first term would have a negative impact on pupil progress.

- If a previous holiday has been taken in the same academic year.
- Timing of internal and/or external examinations/assessments.
- The reason given by a parent for requesting leave of absence in term time.

**Appendix 3: Leave of Absence Request Form****LEAVE OF ABSENCE REQUEST FORM**

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

<b>Name of Child(ren):</b>		<b>Year Group:</b>	

<b>Child(ren)s Address:</b>	
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<b>Name of Applicant:</b>	
<b>Address of Applicant (if different):</b>	

**I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.**

From \_\_\_\_\_ To \_\_\_\_\_

Total number of days your child(ren) will be absent from school \_\_\_\_\_

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable) \_\_\_\_\_

Date \_\_\_\_\_

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED**

**Appendix 4: Attendance letters that will be received by parents/carers when pupil attendance triggers key thresholds met (Academy letters 1-2).**



## Langwith Bassett Junior Academy

Principal: Sarah Bacon BA Hons (QTS)  
Chair of Governors: Sally Wheatley  
Acting ACET CEO: Rebecca Scutt BSc (Hons) PGCE  
Bassett Hill, Langwith, NG20 9RD. Tel: 01623 742236  
email: [info@langwithbassettacademy.org](mailto:info@langwithbassettacademy.org)

### Academy Attendance – 1st letter

Date

Dear Parents and carers,

I am writing to draw your attention to the attendance data for your child.

Our attendance policy, which is available on our website, outlines the importance of attendance and punctuality for maximising the educational achievement of pupils and access to a broad and balanced curriculum. We **do** understand that children are sometimes ill and this requires **rest and recuperation at home but it is important that they return to the academy as soon as they are able so that missed learning is kept to a minimum.**

I have enclosed the attendance record for your information but you can see that XXXXXX attendance currently stands XXXXX

We would like to work with you to ensure that there is an improvement in attendance aiming for at least 95%. In situations where attendance is remains persistently low, it would be policy to contact the Educational Welfare Officer for the trust in order to take further measures.

Mrs S Bacon - Principal





# Langwith Bassett Junior Academy

Principal: Sarah Bacon BA Hons (QTS)  
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Bassett Hill, Langwith, NG20 9RD. Tel: 01623 742236  
email: [info@langwithbassettacademy.org](mailto:info@langwithbassettacademy.org)

## Academy Attendance – 2nd letter

Date

Dear

As you are aware, I am concerned about NAME's school attendance. I have enclosed a copy of HIS/HER attendance printout for your information. Whilst the average attendance for a child of PHASE age is NUMBER % your child's attendance is NUMBER%.

I am required to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If NAME's attendance continues to be unsatisfactory and HIS/HER absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £120 fine per child.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to £1000.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to £2500 and/or a community order or imprisonment.

I will continue to monitor the situation but if NAME's attendance does not improve over the next 6 weeks, then legal action may follow. If you wish to talk to me regarding this issue or you require any support please do not hesitate to contact me on the number at the top of this page.

Yours sincerely

Principal

