Attendance Policy

Next Review Autumn 2024

Contents

1. Aims and Principles

1. Aims and Principles
We are committed to meeting our obligation with regards to Academy attendance through our whole-academy culture and ethos that values excellent attendance. We expect all students to attend the Academy all of the time. We understand that there are occasions which mean students, are not able to attend however, it is the expectation that students should achieve 95-100% attendance every year. There is a very strong link between attendance and attainment. Students need to be in the Academy to be able to achieve their full potential.

Good punctuality is essential to make the most of students learning. If for any reason your child will be late, please inform the Academy via phone or email. The promotion of our attendance culture and ethos includes:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend the Academy.
- We will also promote and support punctuality in attending lessons.

Every child has a right to access the education to which they are entitled. Parents, carers, and teachers share the responsibility for ensuring that attendance rates at Lakelands Academy are the best that they can be, and that absenteeism are kept to a minimum.

Lakelands Academy will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and associated education legislation.

- complete registers accurately at the beginning of each morning and during the afternoon sessions

- stress to parents/carers the importance of contacting the Academy before 08:55am on the first day of absence.

- display attendance rates around the Academy and reward good and improved attendance of all pupils

- promote positive staff attitudes and support to pupils returning after absence.

- consult with members of the Academy community, the Pastoral Team, and the Education Access Service in developing and maintaining the whole-academy attendance policy.

- ensure regular evaluation of attendance procedures by Heads of Year, senior managers, and the academy governors.

- communicate to parents, carers and pupils informing them of attendance rates and related issues.

- work towards ensuring that all pupils feel supported and valued and that attendance is a crucial part of their success.

- take responsibility for Children not Receiving Education, so that the Academy are in regular contact with the pupil and parent, ensuring the pupils safety, working together so that the pupil can resume full time education.

- monitor and regularly review those pupils subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full time attendance at the Academy.

2. Legislation and guidance

This policy has been produced in conjunction with Shropshire Local Authority and national best practice and meets the requirements of the working together to improve academy attendance from the Department for Education (DfE). It also refers to the DfE's statutory guidance on academy attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern academy 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 academy census, which explains the persistent absence threshold.

- Keeping children safe in education 2023 (publishing.service.gov.uk)

- Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of academy attendance across the Academy's policies and ethos.

- Making sure Academy leaders fulfil expectations and statutory duties.

- Regularly reviewing and challenging attendance data at checkpoints throughout the year.

- Monitoring attendance figures for the Academy.

- Making sure staff receive adequate training on attendance.

- Holding the headteacher to account for the implementation of this policy (Louise Chadwick is our link governor).

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the academy.

- Monitoring academy-level absence data and reporting it to governors.

- Supporting staff with monitoring the attendance of individual pupils.

- Monitoring the impact of any implemented attendance strategies.

- Issuing fixed-penalty notices, where necessary.

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the academy.

- Offering a clear vision for attendance improvement.

- Evaluating and monitoring expectations and processes.

- Having an oversight of data analysis.

- Devising specific strategies to address areas of poor attendance identified through data.

- Arranging calls and meetings with parents to discuss attendance issues.

- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Mr Andrew Parkhurst and can be contacted via email admin@lakelandsacademy.org.uk or via telephone on 01691 622543.

3.4 The Heads of Year

The Heads of Year are responsible for:

- Understand the pivotal role they play in supporting their year group's pastoral needs and also the essential contribution in terms of monitoring and intervention with respect to each student's attendance and progress.

- Ensure that clear and consistent expectations are established across their Pastoral Team in terms of:

- Students' Attendance and punctuality.

- Monitoring and analysing attendance data (see section 7).

- Benchmarking attendance data to identify areas of focus for improvement.

- Providing regular attendance reports to academy staff and reporting concerns about attendance to the Education welfare officer (EWO), designated senior leader responsible for attendance and the Headteacher.

- Working with education welfare officers to tackle persistent absence.

- Jointly, with AHOY/EWO, identify students through data analysis (including attendance) who may be in danger of underachieving and devise bespoke strategies/interventions to address barriers to learning.

- Advising the Headteacher and Senior Assistant Headteacher (authorised by the headteacher) when to issue fixed-penalty notices.

- Heads of year can be contacted by email admin@lakelandsacademy.org.uk or via telephone on 01691 622543.

  Assistant Heads of Year

- Jointly, with HOY/EWO, identify students through data analysis (including attendance) who may be in danger of underachieving and devise bespoke strategies/interventions to address barriers to learning.

- Arrange meetings with parents, staff, students and outside agencies as necessary to discuss underachievement and/or any pastoral issue impacting on learning.

- In liaison with HOY and EWO, assist with attendance monitoring, and support students who are poor attenders – setting personal agreed targets with the students and tracking improvement.

- Pursue attendance issues with parents that may escalate to EWO, devising innovative ways of encouraging families to make school attendance a priority.

- Liaise regularly with key staff in the academy and outside support agencies to ensure they are kept up to date with individual pupil attendance issues.

3.5 Class Teacher and Form Tutor Procedures

Class teachers and form tutors are responsible for accurately recording attendance in a timely fashion and on a daily basis, using the correct codes, and submitting this information into the academy SIMS system.

Registration will be carried out at the beginning morning and afternoon sessions and for every lesson during the day. Registers will be marked promptly within **the first five minutes of these sessions**. The time keeping and quality of the registers drive the mechanics for the next stage, as a result, failure to take accurate registers will lead to the leadership taking the appropriate action against the individual members of staff.

- **No pupil should be marked present unless actually present in the room when the register is taken** or unless he or she has been given permission to be absent by the registering teacher.

- Student names must not be left blank in the register.

- Where a pupil arrives late, the pupil should be marked as late 'L' code (with number of minutes late recorded). They are then counted as present for the remainder of that session.

- Where a pupil misses registration but provides an adequate explanation, they should be recorded as late and a note added to SIMS to explain why this is the case.

- Pupils must not mark the register under any circumstances.

- Attendance data from registers should be monitored appropriately.

- The decision to authorise an absence should be made within a maximum of ten academy days from the date of the absence. If no sufficient reason has been provided during this time the absence should be recorded as unauthorised.

The academy should follow up any absences to:

- Ensure the proper and effective safeguarding action is taken.

- Ascertain the reasons for absence.

- Identify whether the absence is approved or not; and,

- Identify the correct code to use before entering it on to the academy's electronic register, or management information system which is used to download data to the Academy Census.

3.6 Academy Administrator – Attendance

Attendance Administration
- Listen to voice messages from parents reporting a student absence every morning.
- Text parents via Parent mail following up absences.
- Input AM paper registers (where computer system is temporarily unavailable).
- Input paper lesson registers (where computer system is temporarily unavailable).
- Maintain 'Red Alert List' regularly updating with Heads of Year/Pastoral Team
- Inform both Shropshire CC admissions and Shropshire CC Attendance of students either leaving for home education, moving home or changing schools. Arranging CTFs for the DfE.
- Liaise with the senior leader responsible for attendance and/or the Headteacher to facilitate a response to letters requesting leave of absence for students.

- Email staff, appropriate Faculty Leader and senior leader responsible for attendance, when AM/PM/lesson register marks are either missing, incorrect or conflicting.

- Input trip information/Education off site and any other exceptional leave of absences for students such as Study Leave days into SIMS.

- Give support to training of attendance on SIMS.

- Provide attendance data to prospective employers/ Further/ Higher Education regarding attendance for pupils who have left school.

- Record on Inventry any students who are late into school and report to the appropriate Head of Year.

- Provide data on unauthorised absences to EWO and senior leaders to facilitate appropriate action.

- Provide Attendance Data to EWO, senior leaders and Heads of Year/Pastoral Team.

- Send out initial EWO letters to parents/carers as per agreed actions within EWO reviews.

- Input & maintain suspension and exclusion information, including letters to parents & completing forms to Shropshire County Council as well as providing this data to the governors.

Admissions
- Liaise with Shropshire CC regarding new admissions/rejections and keeping a record of all who have applied.

- Liaise with parents, collecting relevant information for forms to be completed accurately

- Notify teachers, and data manager to organise new pupil timetables before their arrival.

- Enter on SIMS

Helen Cooper can be contacted by email

admin@lakelandsacademy.org.uk

or via telephone on 01691 622543

3.7 Parents/carers

Parents and carers are expected to:

- Make sure their child attends every day and on time.

- Call the academy to report their child's absence before 08:55am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.

- Provide the academy with more than one emergency contact number for their child.

- Ensure that, where possible, appointments for their child are made outside of the academy day.
- Submit, well in advance (two weeks whenever possible), requests for leaves of absence in term time (LATT).
- Provide sufficient medical evidence for absences when required by the Local Authority in line with Warning Notices issued by Education Access Service.

3.8 Pupils

Pupils are expected to:

- Attend academy every day and be on time.
- Attend every timetabled session and be on time.

4. Recording attendance

4.1 Attendance register

The academy will keep an electronic attendance register and place all pupils onto this register.

The academy will take our attendance register at the start of the school day during AM registration and for each lesson during the academy day. The first session of the morning and afternoon will be recorded in line with the attendance guidance set out by the DFE. It will mark whether every pupil is:

- Present.
- Absent.
- Attending an approved off-site educational activity.
- 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:

- For pupils of compulsory academy age whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.

- The nature of 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.

Pupils must arrive in academy by **08:55am** on each academy day. We encourage students to arrive from 08:45am to be prepared and ready for their first lesson.

The register for the first session will be taken at 08:55am and will be kept open until 09:15am. The register for the second session will be taken at 1:10pm and will be kept open until 1:30pm.

4.2 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 08.55am or as soon as practically possible by calling the academy attendance line.

If we do not receive a reason for absence, the child's absence will be marked as unauthorised until a sufficient explanation is received. Unauthorised absences could lead to involvement from our Education Welfare Officer for non-attendance.

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness or the regularity of illness sessions, or if an absence continues for five or more consecutive days without sufficient medical evidence.

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer 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.

4.3 Planned absence

Students should only be absent from the academy for valid reasons such as genuine illness or appointments. We will not accept absences for, as examples, childcare, parcel delivery, birthday, shopping, haircuts etc. These absences will be unauthorised.

Our Academy will not authorise absences for medical appointments where evidence is not supplied, an example of these are appointment letters, appointment texts, medical appointment cards and prescriptions.

Please report all absence and lates to the Academy administration team on 01691 622543 or email admin@lakelandsacademy.org.uk

All Medical appointments should be made outside of academy time wherever possible or supported by valid appointment card/letter where this is not possible.

However, we encourage parents/carers to make medical and dental appointments out of Academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary.

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. Please see section 5 of this policy to find out which term-time absences the Academy may be able to authorise.

Parents/carers wishing to apply for leaves of absence during term time must complete a form which is appended to this policy (appendix 2) and is also available on request from the Academy reception.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

Good punctuality is essential to make the most of students learning. If for any reason your child will be late, please inform the administration team.

Detentions are issued each second occasion a student is late. Any ongoing concerns around punctuality will be addressed by the Form tutor/Head of Year/Senior Leader in charge of attendance/EWO and the pupils parents or carers will be invited into the Academy to discuss this (please see appendix 3).

4.5 Following up unexplained absence

Where any pupil we expect to attend academy does not attend, or stops attending, without reason, the academy will: complete our procedures.

- Call/message the pupil's parent/carer 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 refer to the educational welfare officer, welfare services or the police if concerns are highlighted due to absence.
- Identify whether the absence is approved 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/message the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer.
- A home visit/safe and well check by academy staff, EWO or appropriate service (eg police).

4.6 Reporting to parents/carers

The academy will regularly inform parents about their child's attendance and absence levels. This is reported 2 times a year and is communicated via pupils reports. Where students attendance falls below expected levels then parents are initially informed of the concern via communication from the Head of Year and/or the EWO.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Only the Headteacher can authorise an absence during term time (including the length of time the pupil is authorised to be absent for). Parents/carers nor the Local Authority have the power to authorise absence. The Headteacher has ultimate responsibility for the registers and any requests for term-time absence must be made in advance. If the application for leave of absence is not made in advance, the absence must be recorded as unauthorised as set out in the DfE's guidance on working together to improve school attendance.

The Headteacher will consider all applications on a case-by-case basis, taking into account any exceptional circumstances. The definition of exceptional being that:

- It is highly unlikely that the event will occur again in the child's school life.

- It is necessary for the child to be in attendance at the event.

- The event cannot be organised outside of the school term.

- Taking part in the event will be of greater value to the child than attending school.

The key points that the Headteacher must consider when deciding whether or not to authorise absence are:

- It is a legal requirement that registered pupils of compulsory academy age attend regularly and punctually.

- A satisfactory explanation for every absence is required; if one is not forthcoming the absence should be treated as unauthorised.

- Academies are not obliged to accept a parental explanation for pupil absence where there is doubt as to the validity of that explanation.

- Effective safeguarding arrangements (eg named and appropriately qualified Child Welfare/Safeguarding Officer) must be in place and evidenced as the academy retains responsibility for the safety, welfare, wellbeing and education of children during periods of absence.

- Parents should be aware that only the Headteacher has the discretion to agree to any leave of absence during term time where there are **exceptional circumstances**. Each application for leave of absence should be considered in view of the specific circumstances of the family.

- Academies should always expect regular and punctual attendance, even when the academy is aware of family difficulties.

- Where absence is authorised, we will remain vigilant to emerging patterns of non-attendance.

- Lateness should be actively discouraged and persistent lateness treated in the same way as irregular attendance.

- As an academy we will maintain a close working relationship with the Education Welfare Officer in order to promote regular academy attendance and ensure access to all legal interventions where necessary.

Unauthorised absence is absence without approval from an authorised representative of the academy and includes all unexplained absences.

If a child is absent with the approval of the academy, for whatever reason, no offence is deemed to have been committed. Thus, the decision taken by the academy to give, or withhold, authorisation for an absence, is a critical factor in determining the LA's decision to prosecute parents.

As an academy we are required to exercise caution in the authorisation of absence. If we are suspicious of the explanation given by parents, the absence will be further investigated and left unauthorised until the matter has been clarified to the satisfaction of the academy. The decision taken by the academy to authorise absence or not, is of critical importance in determining the level of involvement of the Education Access Service. If the academy has authorised a pupil's absence they have, in effect, given *leave*, therefore there is no case in law for the parents to answer.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

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, accessible via the Academy Admin Team. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail).

- Death/funeral/wedding for an immediate family member.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart.

- Families identifying as Travelers for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (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 using the Leave of Absence in Term Time form (appendix 2), but it is not known whether the pupil is attending educational provision.

- No holiday will be authorised during the academy year.

- For holidays due to exceptional circumstances (which are authorised only by the Headteacher), please call our Admin Office on 01691 622543 or email admin@lakelandsacademy.org.uk and request a Leave of Absence Form.

5.2 Legal sanctions

The local authority have the power to fine parents for the unauthorised absence of their child where the child is of compulsory academy age.

If issued with a fine, the penalty notice, must be paid directly to the local authority.

Penalty notices can be issued by a Headteacher, Local Authority officer 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 a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where a suspended 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.

6. Strategies for promoting attendance

Lakelands Academy operates an incentive to praise and reward those pupils who have outstanding attendance. During the year, we offer a variety of rewards, recognitions and to celebrate positive attendance.

7. Attendance monitoring

7.1 Monitoring attendance

The Academy will:

- Regularly monitor attendance and absence across the academy at whole school, sub-group and individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern and seek to proactively and reactively address such patterns.

In conjunction with the EWO, we set challenging but realistic targets for attendance and persistent absence. These are shared and analysed with the Governing Body who approve the academy targets.

When evaluating success, the academy will consider the impact of the work on academy attendance by whether or not:

- Students are safe when not in academy.
- Attendance has improved.
- Persistent absence has reduced.
- Punctuality has improved.
- Parental response to absence has improved.

- Re-integration plans, where implemented, have been successful.

- There are specific key groups where a targeted approach is appropriate to raise attendance, e.g. children in receipt of pupil premium.

- The academy has been successful in raising the profile of attendance both within the academy, governing body and the local community.

- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within academy.

- Attendance issues have been included as topics in academy assemblies, Personal, Social and Health Education (PHSE) lessons, or as a theme for any other lessons.

- Active and positive engagement of external agencies to safeguard our children and support improvements in attendance.

7.2 Analysing attendance

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the local and national averages and share this with the governing board.

The Academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The Academy Data Manager will:

- Provide regular attendance reports to form tutors, AHOYs/HOYs and other academy leaders, to facilitate discussions with pupils and families.

Heads of Year/Assistant Heads of Year will:

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

The academy will recognise the importance of good practice by:

- Keeping and maintaining registers accurately.

- Maintaining a consistent approach to marking registers.

- Regularly analysing attendance data & comparing it against both the local and national average, and considering the performance of key groups in comparison to the national data for that particular group.

- Ensuring prompt follow-up action in cases of non-academy attendance.

- Liaising closely with the Local Education Authority EWO, if appropriate.

- Recording (and retaining – SIMS and/or CPOMS) carefully, all telephone messages/email or contact from parents.

- A signed and electronic copy of any correspondence to parents is retained by the academy.

7.4 Reducing persistent and severe absence

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

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.

- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at academy.

- Provide access to wider support services with the aim to reduce/remove the barriers to attendance.

The academy works closely with the Local Education Authority to support the continued drive for improved attendance across Shropshire. The link to the Local Authority website is School attendance or exclusion | Shropshire Council

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum of every 24 months by Mr Andrew Parkhurst (Senior Assistant Headteacher). At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- safeguarding-and-child-protection-policy.pdf (lakelandsacademy.org.uk)

- behaviour-policy.pdf (lakelandsacademy.org.uk)

- The Education Act 1996

- The Education Act 2002

- working together to improve academy attendance

- academy attendance parental responsibility measures

- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

- Keeping children safe in education 2023 (publishing.service.gov.uk)

- [Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk)](publishing.service.gov.uk)

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the academy
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no

		alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	Academy is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at academy after the register closed

Code	Definition	Scenario
X	Not required to be in academy	Pupil of non-compulsory academy age is not required to attend
Y	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day

Appendix 2: Leave of Absence in Term Time (LATT) form

Lakelands Academy

Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

Headteachers can only authorise any absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an exceptional circumstance. An annual family holiday would not be deemed an exceptional circumstance.

Full name of child(ren)   Address:

_____   _____

_____   _____

_____   _____

Reason for application and dates   _____

_____

_____

Parent's forename _____   Surname _____

Parent's forename_____   Surname _____

Signature of parent(s)/carer(s)   _____   Date:_____

The headteacher may take into account:

- It is highly unlikely that the event will occur again in a child's school life.
- It is necessary for the child to be in attendance at the event.
- The event *cannot* be organised outside of the school term.
- Taking part in the event will be of greater value to the child than attending school.

Appendix 3: Punctuality Referral Route

REFERRAL ROUTE - LATES

Mark L if a student arrives between 8.55 and 9.15;

(be mindful on assembly days where pupils go if they sign in late?)

Late after 9.15

Marked U if they arrive after 9.15

Sign in at Reception

FORM TUTOR ACTION

Late Once

- Spoken to by Form Tutor

Late Twice

- As above and Form Tutor Detention

Late Three times

- Form Tutor phone home
- Record on CPOMS
- Inform HOY
- Pastoral detention via HOY

Within ½ term with no genuine circumstances

Late x 4 + Refer to Head of Year

- Letter and Phonecall home HOY
- EWO informed
- HOY After school detention (Wednesday)
- Access Interventions
    1. Reason for lateness identified
    2. Pastoral Team support
    3. Mentoring
    4. Home visits by EWO/Parents meeting
- SLT After School detention (Thursday)