



Leigh Academy Langley Park

Attendance and Punctuality Policy

Approved by:	Sally Brading	Date: 02/07/25
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Last reviewed on:	July 2025
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Introductory Summary

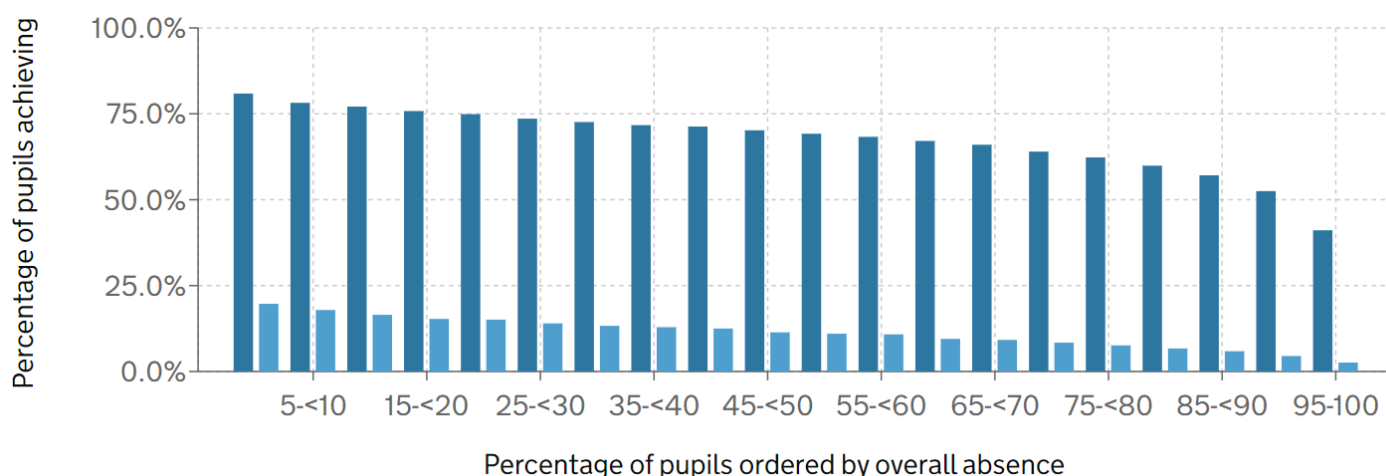
The Academy has a statutory responsibility to ensure that every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional wellbeing during the day. It is a fundamental ethos of the Leigh Academies Trust to celebrate success 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.

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Attainment in reading, writing and maths at the end of KS2 based on overall absence



Leigh Academy Langley Park adheres to the principles and guidance as set out in the DfE publication, “Working together to improve school attendance.” August 2024. The Senior Leader responsible for the strategic approach to attendance is Principle Miss Sally Brading.
https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

Roles and Responsibilities

The Governors will:

- Set out and monitor progress towards annual targets for attendance.
- Evaluate the effectiveness of the Attendance Policy.

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.
- Stress to parents and 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 Officer and Local authority, Early Help, Schools Liaison Officer/Attendance service.
- Actively promote and encourage 100% attendance.
- Celebrate good and improved attendance.

Class Staff will:

- Provide an accurate record of attendance for each child in their class via Bromcom.
- Update administrative staff with any known reasons for absence.
- Promote good attendance with pupils and parents regularly.
- Support the academy's strategies to promote good attendance.
- Work with families whose attendance is at risk of falling below 95%.

Support Staff will:

- Prepare, manage and coordinate the use of the Bromcom to manage attendance.
- Monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
- Ensure that a satisfactory reason for every absence has been established for each child at the end of each week where at all possible.
- Make a judgement in conjunction with the Principal whether an absence is authorised or unauthorised.
- Liaise with LA if there is a concern about a child's attendance.

Parents / Carers will:

- Actively promote and encourage 100% attendance.
- Contact the school whenever the pupil is absent, on the first day and 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.

Children will:

- Play a positive role in the academy life.
- Cooperate with parents/carers and academy staff to ensure good attendance.
- Engage with all learning opportunities the academy provides.

Attendance Procedures

Roll Call

The statutory recording of attendance and absence at the start of each session 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 and recorded on BromCom (the academy's Management Information System).

Only designated staff will undertake the recording of attendance and absence. Staff will be reminded of their legal duty to complete and submit Roll Call at the appropriate time using the correct registration codes. No student will undertake the process at any stage.

Parents/Carers and students should be aware of the academy times to ensure punctuality. These can be found on the academy website. For pupils who are regularly arriving to school late, appropriate sanctions may be incurred and parents/carers will be contacted to discuss the matter further.

The academy will provide a dedicated telephone recording facility to enable parents / carers to effectively communicate an absence. There is also the opportunity for parents and carers to message the academy via My Child at School and via a dedicated text message service.

When a pupil is sick whilst at the academy, they will not be permitted to leave the site unaccompanied therefore their parent/carer will be contacted for their collection. Prior to leaving the academy site, all pupils must report to reception and be officially signed out.

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:

- Registration in the morning is taken at 8.40am for EYFS and KS1 and at 8.45pm for KS2. Afternoon registration is taken at 12:30pm for EYFS and 1.00pm for KS1 and KS2.
- Pupils arriving after the register has been closed at 8.55am will be recorded as late and must report to the Academy Office so that their attendance and meal choice can be recorded.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.
- Pupils who are consistently late disrupt not only their own education but also that of others.
- Where persistent lateness gives cause for concern our Principal or Office Team will contact the family and the School Liaison Officer.

Informing the Academy of Absence

Parents/carers are asked to contact the school each and every day of a child's absence by 8.30am in order to provide a reason for the absence. Where this is not done, parents/carers should provide a written explanation on their child's return to school. Where Office Staff are not made aware of the reason for a child's absence they will contact parents/carers on the first day of absence, either by telephone or by an automated alert through My Child at School. If any member of staff is concerned about a reason for absence, the Vice Principal or Principal should be informed.

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

Day of Absence	Action
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Day 1	Academy office will phone parents/carers of the child or send an absence alert to prompt contact with the academy.
Day 2	If there is no response on day 1, the academy will attempt to contact parents/carers again. If the family is supported by the academy FLO and/or SENCO, they will also make contact.
Day 3	If there is no response on day 1 or 2, the academy will send a text notifying parents/carers to contact the academy. Home visit is arranged and a letter is sent warning of a FPN for continued unauthorised absence and requesting contact from parents.
Day 4	If still no response, a meeting is arranged with the FLO and/or VP is scheduled.
> Day 5	If no response a FPN is issued if the pupil reaches 10 days of unauthorised absence.
> Day 10	Further unauthorised absence will trigger a referral to other outside agencies.

Medical or Dental Appointments

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments (Appointment Card, letter inviting to an appointment etc) in order that the absence can be authorised. Parents/carers are, however, strongly encouraged to make all medical appointments out of school hours.

Evidence to support the absence

In line with Department of Education guidance, which indicates that it is reasonable for schools and academies to seek further information from parents/carers when a child's attendance is below 90%, our academy may insist that evidence is provided for any absence(s) as a result of illness where:

- There is no improvement to a child's attendance despite previous communication
- A child is regularly absent from school due to illness
- Where a child's attendance is less than 90%

In the instance of recurring, persistent occasions of diarrhoea and/or vomiting, these may indicate a more acute medical problem which should be investigated via GP advice and tests.

It is worth noting that it is the Principal's decision whether or not an absence can be authorised, and this decision is final. It is the responsibility of the parent/carer to prove that their child is unwell and not the responsibility of the academy to establish this at any time.

Unauthorised Absence

Unauthorised Absences could lead to a referral to the PRU, Inclusion and Attendance Service and / or a prosecution or instant fine under the Anti-Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

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.

- 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.
- A pupil arrives at school after 09:15 when they are within a monitoring period for lateness and/or attendance.

Leave of Absence During Term-Time

The academy will not grant any leave of absence during term time unless there are very exceptional circumstances. These could include: service personnel returning from tour of duty, absence recommended by a health professional as part of a parent's or the child's rehabilitation, the death or terminal illness of a person close to the family, to attend a wedding or funeral of a person close to the family. (Ref KCC Education Penalty Notices Code of Conduct, effective from April 2017).

Holidays in term time will never be authorised. The academy is closed for 14 weeks each year during which you can take holidays and travel abroad.

Where there is an exceptional circumstance, for which a pupil must be absent during term time, you can make a request to the Principal via the Leave of Absence Request Form. The Principal of the Academy will make the decision of acceptance or refusal. The academy can consider the pupil's previous record of attendance into account and a response provided in writing. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'. The Principal's decision is final.

If absence is not authorised and the leave of absence of at least 10 sessions (5 days) is taken, a referral will be made to the local authority attendance service who may issue a Penalty Notice to each parent for each child taken out of the academy.

The law makes it clear that taking a child out of school without the school's authorisation is illegal. It is a parent's duty to ensure their child attends school regularly under the Education Act 1996. Failure to meet this responsibility could lead to an appearance in court which could then lead to:

- A fine of up to £2,500
- Community service
- Referral to parenting classes
- A prison sentence

A pupil taken on leave without permission will be marked in the attendance register as taking unauthorised absence (truancy). The matter will then be referred to the School Liaison Officer for discussion about further action.

Children Not Collected After School Hours

There are rare occasions when perhaps due to an emergency, parents/carers are not able to collect their children promptly from school, or make arrangements for their collection at the end of the school day. If the child is not collected, the school will make enquiries to find the parents using the emergency contact numbers provided by the parents. If after one hour it has not been possible to contact parents/carers then the local Police will be informed of the situation. The Principal will also contact the Front Door at Social Services to inform them of a possible problem.

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 role 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.

Monitoring, Reporting 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:

1. Academy attendance data will be published for consideration at every academy board meeting and module reviews as requested. It may also be submitted to the Trust Academies Standards Committee as required.
2. The Principal has responsibility for the attendance figures and actions to improve attendance within their academy.
3. Attendance data will be produced regularly and distributed to the senior leadership team to enable interventions to occur.
4. A designated senior leader has overall responsibility for the publication and monitoring of the attendance data for the whole academy.
5. Attendance data will be collected via the DfE Census three times per annum.

Attendance data will be analysed to establish patterns of irregular attendance. This will include children with:

- Incomplete weeks
- Monday and Friday absences
- Lateness
- Periods of extended absence
- Periods of unauthorised absence
- Children with attendance below 90%

This data will be discussed with the School Liaison Officer for the LA.

All absences both authorised and unauthorised and lateness will be reported to the parent/carer at the end of the year within their child's report. Parents will also be able to access their daily attendance through the use of My Child at School.

Persistent Absence Referrals

A pupil is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. An 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 trends and attendance by micro population should identify strengths and areas for intervention to further improve attendance. A referral may be made to the local authority attendance service should attendance remain poor after academy and Trust interventions.

The link below depicts the local authority's actions should a referral be made.

[Kent School Referral Pathway Pupil Attendance](#)

Penalty Notices

In line with The Local Authority Penalty Notices Code of Conduct, the Academy follows set procedures for issuing penalty notices. The Local Authority Attendance Service takes responsibility for issuing Penalty notices and taking other legal actions following referral by the Academy. Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

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

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

Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent. For example, if two adults take two children out of school, the total fines would be £640 (reduced to £320 for a first offence paid within 21 days).

If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

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/carer 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 the register has closed (15 minutes) during a monitoring period for lateness and/or attendance.
- 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

The only exception to this would be that 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.

Removing a Pupil from the Academy Roll

School Transfer

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

When in the process of a school or Academy transfer the child must continue to attend Leigh Academy Langley Park 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.

The school has a responsibility to safeguard pupils from harm. This includes knowing and taking reasonable steps to check the destinations of leavers. If your child is leaving other than at the end of Year 6 to go to Secondary School, parents are asked to give the school full information about their plans including date of move, new address, new school and start date when known, and reasons for moving. When pupils

leave and parents have not given us the above information, and we cannot contact the parent, then the child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations to try to track and locate the child. By giving us the above information, unnecessary investigations can be avoided.

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.

Deletion of Pupils from Academy's Register

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

Serious Absence

As per The School Attendance (Pupil Registration)(England) Regulations 2024 - Section 9, when all possible actions have been taken we will remove the student from the academy roll due to continued serious absence.

- The pupil has not attended the school within the ten school days immediately after the end of the period of leave and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.
- The pupil has been continuously absent from the school for at least twenty school days and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.

- <https://www.legislation.gov.uk/ukxi/2024/208/regulation/9/made>

Attendance Management for Children with EHCPs

It is important that all children have their right to education fulfilled regardless of their need. To that end we will maintain our high expectations of attendance and punctuality of all children with an EHCP. We will always work with families so that they are well supported in ensuring that the child attends school consistently. Where attendance becomes a concern, the SENDco will undertake the academy's established processes for improving attendance and liaise with the local authority's Placement Evaluation Officer. If this does not have the desired impact of improving attendance then a referral will be made to the PRU, Inclusion and Attendance Service (PIAS).

The process, in full, can be found at the following link;

[Kent Attendance Management and EHE Guidance for Children with EHCPs](#)

Strategies for Improving Attendance and Punctuality

We aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising the awareness of the importance of a differentiated and relevant curriculum
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Raising awareness of the importance of good attendance and promoting the academy's expectation of 96% or above attendance.
- Ensuring that attendance is monitored effectively and reasons for absence are recorded promptly and consistently.
- 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 students, parents / carers and other stakeholders.
- Attendance, punctuality and its impact on learning and progress will be a key area for discussion between class teachers, FLO, SENCO, the Senior Leadership teams and parents / carers during consultation days.
- A range of positive strategies will be used to reward individual students and groups for outstanding and/or improved attendance.
- Regular attendance meetings will be held between individual colleges and the Trust Attendance and Welfare Officer.
- Student attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer, Children's Social Services, Police, relevant LEA's, Ofsted and the DfE.

Description of Absence Codes

I	Present (AM) \ Present (PM)
B	Educated off site (NOT at an alternative provision)
C	Other Authorised Circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

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