



## **University of Lincoln Academy Trust - Attendance Policy Statement**

The University of Lincoln Academy Trust (UoLAT) places great emphasis on school attendance. It is a high priority for Trustees, Governors and all Leadership Teams. More than that, we know attendance and a sense of belonging help pupils to engage and to achieve well that can shape life chances. All of academies operate in a high employment, low wage economy, in an area of deprivation and a high proportion low aspiration families, which the Trust is keen to minimise being a contributory factor to attendance.

The Trust's two secondary academies are also non-selective schools in an area where 30% of pupils attend grammar schools. In addition, there is a very high percentage of young people who travel considerable distances to attend our academies. Both of our secondary academies have catchment areas that are very large. There is little or no public transport, which often means the distances pupils travel are large and difficult to sustain. These factors increase the responsibility of our academies to be innovative in finding solutions to improve our attendance.

At the primary academies, parental choice of transportation varies, support is provided to families facing challenges, as there is little public transport within these areas.

During the last few years, the Trust has continued to progress in improving attendance across all of its academies. We are clear that we want to work with families to help remove barriers and set up the habits and expectations that will serve our pupils and communities well going forward.

UoLAT is committed to improving social mobility, which is why the Trust has developed a full range of academic and vocational courses, including a highly successful apprenticeship scheme, which seeks to provide opportunities for all young people. However, we cannot improve young people's life chances if they do not attend our academies; this is why we are adding more resources to tackle this challenge and continue to seek innovative approaches. We see it as every member of staff's business to assist in improving attendance. We recognise the barriers to accessing education are wide and complex, both within and beyond the academy gates and are often specific to individual pupils and/or families. The foundation of securing good attendance is ensuring that the each academy is a calm, orderly, safe and with a supportive environment. Academies that all pupils want to be a part of, with enjoyable quality lessons and enriched experiences, so they are keen and ready to learn, is essential.

The vast majority of pupils and their parent/carers want to attend their academy. Some find it harder than others to attend; these pupils fall into two main categories, those who feel they cannot attend for a variety of reasons, but have parent/carers encouraging them to attend; and a group where parent/carers are quite happy to allow their children to stay at home and place little value on schooling. In both cases, an individual and persistent focus on creating a partnership between the academy, pupil and parent/carer is essential. This requires teamwork from staff to create a consistent approach to finding solutions that tackle barriers, either in the home or at school. Staff work with Local Authority Children's Services and other partners to build strong and trusting relationships with pupils and their parent/carers, to remove any barriers to attendance, by putting the right support in place.

In addressing the failure to attend we are aware of potential safeguarding issues that may emerge and that is why working with Children's Services is so vital.

UoLAT sees addressing and **improving attendance** as a team effort; in each academy and working across the Trust, sharing best practice. The Trust liaises closely with the Local Authority Attendance Team to identify key areas for development in order to **improve the attendance across the academies**.

All Principals will have a personal target to **improve attendance**.

Each academy must have an area in its development plan related to **improving attendance**.

**Attendance** must be reported at each meeting of the Board of Trustees, Executive Management Board and Academy Governing Committee.

The Attendance Policy, along with guidance and advice for parent/carers must be available on each academy website, along with clear communication in other academy documentation.

As part of the publicity, we will also ensure: **all parent/carers are aware that having decided to have their child registered at one of our academies, they have an additional legal duty to ensure their child attends that academy regularly. This means their child must attend every day that the academy is open, except in a small number of allowable circumstances such as being too ill to attend, or being given permission for an absence in advance, from the academy.**

All our academies are different so alongside this introductory Trust Policy Statement, The specific features for each academy are set out below.
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# MONKSHOUSE PRIMARY ACADEMY



UNIVERSITY OF  
LINCOLN

Monkshouse Primary Academy

Attendance Policy

September 2025 to September 2026

Adopted by the Governing Body: September 2025

Policy to be reviewed: July 2026

This policy operates in conjunction with the following Academy policies –

- ☐ Safeguarding and Child Protection Policy
- ☐ Behaviour Policy
- ☐ SEND and Inclusion Policy

# **ATTENDANCE POLICY**

## **1. Introduction and Background**

Monkshouse Primary Academy recognises that positive behaviour and good attendance are central to raising standards and maintaining pupil outcomes. We have a whole academy culture of high attendance underpinned by clear expectations, procedures and responsibilities.

## **2. Our Aims**

As an Academy, our aims are:-

- ☐ to ensure that all children achieve and maintain excellent attendance.
- ☐ All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations
- ☐ In the first instance, it is the responsibility of pupils and their parents/carers to ensure attendance at school as required by law.
- ☐ Situations beyond the control of children and/or parents/carers may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- ☐ To apply our policy fairly and consistently and meet the needs of all pupils, accounting for those with specific needs.
- ☐ To consider the individual needs of pupils and their families who have specific barriers to attendance.
- ☐ In the development and implementation of this policy, we will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

**Our Attendance Policy underpins our Academy ethos to:**

- ☐ Promote children's welfare and safeguarding;
- ☐ Ensure every pupil has access to the full time education to which they are entitled;
- ☐ Ensure that pupils succeed whilst at our Academy; and
- ☐ Ensure that pupils have access to the widest possible range of opportunities when they leave us.

For our children to gain the greatest benefit from their education, it is vital that they attend regularly and be at the Academy, on time, every day the Academy is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at the Academy is a parental responsibility and permitting absence from the Academy without a good reason creates an offence in law and may result in prosecution.

## **3. People responsible for this policy and its implementation**

The Senior Leader responsible for the strategic approach to attendance at Monkshouse Primary Academy is Mr A Clarke.

Principal -

Mr A Clarke

Attendance Champion Lead -

Mrs S Gowing (contacted via on 01775 722006)

#### 4. Targets

Attendance will be celebrated in the Academy through weekly good news sharing and termly recognition.

Targets for the Academy and for classes will be displayed in the academy to encourage participation by all in reaching these.

The minimum level of attendance for any child at Monkshouse Primary Academy is 97% attendance. We will keep parents/carers updated via the interim and end of year reports. Our targets is to achieve better than this, however, because we know that good attendance is the key to successful schooling.

Annual 100% attendance will be awarded with a certificate and inclusion into a draw for an attendance prize.

Through the academy year we monitor absences and punctuality to show us where improvements need to be made, these are implemented and measured for impact.

#### 5. Expectations

We expect the following from all our pupils:

- ☐ That they will attend the Academy regularly – our target is at least 97%.
- ☐ That they will arrive on time and be appropriately prepared for the day
- ☐ That they feel they can talk to a member of staff about any problem or reason that may prevent them from attending the Academy or feeling anxious about coming into the Academy.

We expect the following from all our parents/carers:

- ☐ To ensure their children attend the Academy regularly, arrive on time and are collected promptly.
- ☐ To ensure that they contact the Academy if their child is absent for any unavoidable reason, such as sickness, they contact the Academy as soon as possible, preferably before 8.40am on the first morning of absence, providing a reason for absence. This may be done by telephone (01775 722006), email ([Enquiries@monkshouse.co.uk](mailto:Enquiries@monkshouse.co.uk)) stating in the subject line Attendance of... or in person.
- ☐ To ensure that their children arrive in the Academy well prepared for the school day, wearing the correct uniform, including suitable footwear, following Academy rules and also has a suitable PE kit in the Academy at all times.

- ☐ To contact the Academy in confidence whenever any problem occurs that may affect their child from attending the Academy.
- ☐ To attempt to make all medical and dental appointments during Academy holiday or after Academy hours where possible.

Parents/carers and pupils can expect the following from our Academy:

- ☐ Regular, efficient and accurate recording of attendance
- ☐ First day absence contact with parents/carers when a pupil fails to attend the Academy without providing good reason
- ☐ First day absence contact with parents/carers from a member of the Attendance Team where attendance is causing a concern or the child is Persistently Absent.
- ☐ Daily absence contact with parents/carers to gain an update on the child's absence
- ☐ Where attendance falls below 95%+, support strategies will be implemented.
- ☐ A letter home to inform you that your child's attendance has dropped below 95% or is in danger of dropping below this.
- ☐ Immediate and confidential action on any problem notified to us (Confidential means that the member of staff notified will treat the disclosure of information sensitively and only inform the necessary staff)
- ☐ Recognition for excellent / improving attendance
- ☐ Attendance will be discussed with all parents at parents consultations
- ☐ It is government policy not to authorise holidays during term time; holidays will only be authorised in exceptional circumstances.

## 6. Promoting Regular and Good Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of Academy staff.

**To help us all to focus on this we will:**

- ☐ Give parents/carers details on attendance in our newsletters
- ☐ Report to parents/carers annually on how their child's attendance with the annual academy report.
- ☐ Contact parents/carers should their child's attendance fall below the academy's target for attendance.
- ☐ Celebrate good attendance by displaying individual and class achievements;
- ☐ Reward good or improving attendance through class competitions, certificates and outings/events.

## 7. Mid Year Admissions

As soon as a child has been offered a place in the academy, we will add the child to the school admissions register on the agreed start date.

In accordance with regulation 12(3), (4) and (5) of the Education (Pupil Registration) (England) Regulations 2006, we will notify the local authority within 5 days of adding a pupil's name to the admission register and provide the local authority with all the information held within the admission register about your child.

We expect the parent/carer to arrange admissions with ourselves within seven school days of the date of your offer letter of a school place. If your child fails to

attend on the agreed or notified date, it is the academy's responsibility to establish the reason for absence. If contact is made and the reason given for your child's absence is unacceptable, then the absence must be unauthorised and the relevant non-school attendance procedures followed.

Contact will be made with the parent by telephone call, text message, email, posting letters to last known address, home visit or open letter through the door, contacting previous school to check if the family is still there or asking previous school for any additional contact details.

If no contact is made, the academy will follow their non-school attendance procedures. This could result in the academy reporting your child as a Child Missing in Education.

### Procedures for Child Missing in Education

The Academy **must** send a Child Missing in Education file within 5 days of the admissions notification.

The Academy must report the child as Missing in Education using the LCC survey if we have had no contact from parent/carer.

The Academy **must** keep trying to contact the family via all means, as listed above. After 10 days, the Academy **must** write again to the family stating if they do not get in touch, they may be at risk of losing their Academy place.

After 20 days, the Academy **must** write to the parent again stating that we are withdrawing the Academy place and they will need to reapply via mid-year admissions.

If after the 20 days of reasonable enquiries by the academy and the local authority, both have failed to locate the child, the child will be removed from roll.

### **DFE School Admissions Code September 2021**

#### ***Withdrawing an offer or a place***

*2.13 An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority (the Academy) **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.*

As part of the mid-year admissions process, the attendance record of your child will be confirmed with their previous school/academy.

### **8. Deletion of names from the Admissions Register**

A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's names must not be removed for any other reason and doing so would constitute off-rolling.

### **9. Leavers**

Parent/carers are required to complete a leavers form stating their new address and new school details. On the days the child starts their new school contact is made with the new school to confirm their attendance. Paperwork is then transferred and the child removed from our roll. The Local Authority is also informed of the child's movements.

#### 10. Year 6

The transfer of pupils from primary to secondary school is handled electronically through the local authority, alongside paperwork for each child.

#### 11. Pupils on Reduced Timetable Agreements

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary reduced timetable to meet their individual needs.

A reduced timetable:

- ☐ Must only be in place for the shortest time necessary and not be treated as a long-term solution.
- ☐ Should have a time limit by which point the pupil is expected to attend full time.
- ☐ Should be regularly reviewed with the pupil and their parents

In agreeing to a Reduced Timetable Agreement, a school has agreed to a pupil being absent from school and therefore must treat the absence as authorised.

All Reduced Timetable Agreements must be notified to the local authority every 4 calendar weeks via the online notification survey.

We will consider the needs of every child and should we consider a short reduced timetable will bring attendance back to being considerably good and meet the needs of the child, an attendance team meeting will decide the best way forward.

#### 12. Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- ☐ Parents/carers keeping children off school unnecessarily
- ☐ Truancy before or during the school day
- ☐ Absences which have never been properly explained



- ☐ Children who arrive at school too late to get a mark
- ☐ Shopping, looking after other children or birthdays
- ☐ Day trips and holidays in term time which have not been agreed.

The common practices across the University of Lincoln Trust are as follows:-

#### Common practices

- Weddings and/or funerals abroad - 2 days will be authorised. However, they will only be authorised if:
  - It is a member of the immediate family that is getting married or buried. Immediate family refers to parent, sibling or grandparent.
  - The child's current attendance above 90% and the last academic year attendance was above 90%.
 If this is not the case it will be unauthorised.
- Weddings and/or funerals within the UK -1 day will be authorised. However, they will only be authorised if:
  - It is a member of the immediate family that is getting married or buried. Immediate family refers to parent, sibling or grandparent.
  - The child's current attendance above 90% and the last academic years attendance was above 90%.
 If this is not the case it will be unauthorised
- Sporting Events- 1 day will be authorised. However, they will only be authorised if:
  - The child's current attendance above 90% and the last academic years attendance was above 90%.
  - We need to be provided with a copy of the insurance details and a risk assessment.
 If this is not the case it will be unauthorised
- Illness on either side of a term time holiday will be unauthorised.
- Illness on the last day and the first day of term will be unauthorised with medical evidence.
- Hospital Treatment abroad- evidence must be obtained prior to them leaving. If it is for a parent, it must be ascertained if there is no one else who could look after the child while away.

#### 13. Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. They are identified into bandings Expected (95%+), At risk of PA (91-94%), PA (80-90%), At risk of severe (51%-79%) and Severe (0-50%). This is part of regular monitoring but also is part of the 3 yearly Targeted Support meetings with the Local Authority. Through these discussion the children are further identified due to the groups of the children (EHCP, Children with a social worker, children anxiety/school phobia, Children known to youth offending service, Children eligible for FSM, Sex and Ethnicity) With the support of the LA, we are identify key areas, outline further support needed and work together to ensure the attendance of the Academy is on track for 97%.

All our PA pupils and their parents/carers are subject to an Attendance contract and the plan may include: allocation of additional support through the School Nurse, Parent Support Adviser or liaison with Attendance Champions within the Trust. We may also use circle time, individual incentive programmes, individual targets and participation in group activities around raising attendance. Wider support will be provided to remove the barriers to attendance and this support will be formalised in conjunction with the local authority eg Emotional Based School Anxiety (EBSA), Early Health Worker, and other outside agencies.

#### 14. Absence Procedures:

**If your child is absent the parent/carer must follow the following procedures:**

- ☐ Contact us as soon as possible on the first day of absence before 9.20 am. The academy has an answer phone available to leave a message if nobody is available to take the call.
- ☐ Or they can call into school and report to reception.

**If your child is absent we will:**

- ☐ Telephone you on the first day of absence if we have not heard from you;
- ☐ Invite you in to discuss the situation with our Attendance Team, if absences persist;
- ☐ Refer the matter to the liaison with the Attendance Champion and the Senior Leadership Team (SLT) if attendance moves below 90%.

#### 15. Illness

- ☐ Where illnesses continue for longer than five days, the Academy will offer support.
- ☐ Failure to contact the Academy during the absence may result in a Safe and Well visit or referral to the Police or Children's Services.
- ☐ Where children have high level of regular absence (including illness) which causes the Academy concern, support will be sought for parents/carers.

#### 16. Medical Appointments

As far as possible, parents/carers are encouraged to book medical and dental appointments outside of academy hours. Where this is not possible, an appointment card, hospital letter or text from the GP/Hospital/Dentist is forwarded to the academy. Providing these retrospectively is acceptable. Absence will only be authorised for the duration of the appointment plus any reasonable travel time. Pupils will be expected to attend the academy before and after the appointment wherever possible.

#### 17. Religious observances

Parents/carers will be required to inform the Academy in advance if absences are required for days of religious observance.

#### 18. Young Carers

The Academy understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the academy. A caring and flexible approach will be taken to the needs of the young carer and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## 19. Support from Agencies

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Support can be sought from Children's Services and any other appropriate agencies.

## 20. Lateness

Parents/carers have a legal duty to ensure that their child attends the Academy punctually. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and also encourages absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

### **How we manage lateness:**

Pupils must arrive in school by 8.45am on each school day. The school gates open from 8:40am every morning to allow for an orderly and calm start to the school day. Registers are marked at 8.45am. Lateness to registration (after 8:50am) is indicated by **code L** in the register.

At 9.05am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This is indicated by **code U**. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Attendance Team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

## 21. Responding to late attendance and poor attendance

When a pupil fails to attend school on time or attends on an irregular basis the Academy needs to act quickly and effectively.

If a note or telephone call is not received from parents/carers they will be contacted on each day of absence by the academy office. If they cannot be reached by telephone, a home visit may be necessary. If the a member of the Attendance Team and/ or a member of the pastoral team visit and no-one is home, a calling card will be put through the door. A letter will then be sent home.

Where the Attendance Team and SLT are concerned by poor attendance, the parent

/ carer will be contacted and if appropriate they will be invited to attend a meeting to discuss the problems and possible ways forward. This may be in the form of a EBSA and/or pastoral support.

Where a pupil is experiencing difficulties coping with the demands of education the school will complete an Early Help Assessment (EHA) looking to meet any identified needs following which any appropriate and necessary action will be taken. Parents/carers may be advised to seek support from their doctor.

If it is felt that attendance is not improving due to the lack of support of parents/carers the Education Welfare Officer (EWO) will arrange a Academy Attendance Panel Meeting. An Attendance Panel Meeting will take place with the EWO and lead for attendance together with parents and if appropriate, pupil, to set targets to improve attendance. This may be in the form of an attendance action plan or attendance contract. This is a formal written agreement between a parent and the Academy to address irregular attendance at school.

In continued non-attendance the case will be discussed with the EWO and further action planned. This may result in a Formal Warning being issued, further home visits. Following further non-attendance, a final warning will be issued and a Legal Report completed. This Legal Report will then be submitted to the local authority for further action.

### **Prosecutions by local authorities**

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. Local authorities must conduct all investigations in accordance with the Police and Criminal Evidence (PACE) Act 1984. Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

The fines available to the courts if parents are found guilty of the section 444(1) offence include a level 3 fine of up to £1,000. If they are found guilty of the section 444(1A) the fine is at level 4, up to £2,500 and the court can also sentence them to imprisonment for up to three months and/or community service. Local authorities have the power to prosecute parents of pupils found in a public place during school hours after being excluded from school. The fine is a level 3 fine of up to £1,000.

## **22. Requested Leave in Term Time:**

Holidays during term time are actively discouraged. Due to the link between attendance and attainment, the government has put a prioritised on reducing all forms of absence.

A letter is sent out to every parent/carers warning them of the consequences of not taking holidays in term time.

As a result, a request for leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to exceptional circumstances relating to that application. Any application must be submitted in writing to the Principal at least TWO weeks in advance of the period of absence. They should only then remove their child if the absence has been authorised, and once they have been notified in writing.

What amounts to "exceptional circumstances" is a matter for the discretion of the Principal and should be judged on a case by case basis but it is unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday abroad can only be afforded in term time or that a parent is unable to take leave during school holidays.

If you then choose to take your child out of school during term time and it is **not** deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as an unauthorised absence and a **Penalty Notice** will be issued for the period of absence, failure to pay the Penalty may result in further legal action being taken against you.

A Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- ☐ **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- ☐ **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- ☐ **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £80.00 or £160.00.**

Please note: A Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- ☐ **Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £80.00 or £160.00**

### **Penalty Notices issued for non-school attendance**

The Local Education Authority will be responsible for deciding whether a Penalty Notice is issued.

In law an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Penalty notices supplement the existing sanctions currently available under Section 444 Education Act 1966 (prosecution of parents) or Section 36 of The Children's Act 1989 (Education Supervision Order) to enforce attendance at school where necessary.

### **Circumstances where a Penalty Notice may be issued**

A Penalty Notice may only be issued in cases of unauthorised absence. The issue of a Penalty Notice may be considered appropriate in the following circumstances:

- ☐ Poor or consistently late attendance
- ☐ Excessive holidays in term time
- ☐ Excessive delayed return from extended holidays without prior school agreement
- ☐ Persistent late arrival at school (after the Register has closed)

The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term)

When the academy becomes aware that the threshold has been met, the academy makes the following considerations to decide whether to issue a penalty notice in each individual case:

- Is support appropriate in this case?
  - o If yes, schools are expected to continue with the existing support without a penalty notice or issue a Notice to Improve if that support is not working or is not being engaged with. A penalty notice can be issued if either has not worked.
  - o If no, for example a holiday in term time, a penalty notice should be issued subject to the other conditions below.
- Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would further support or one of the other legal interventions be more appropriate?
- Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010 such as where a pupil has a disability?

If the answer to those questions is yes, then a penalty notice should be issued. If not, another tool or legal intervention will be used to improve attendance such as attendance contract or EHA.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Full details of the Code of Conduct relating to Penalty Notices are available from Lincolnshire County Council.

## 16. Register Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the school Census system. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

- ☐ Registration Code / \: Present in school / =am \ =pm
- ☐ Code L: Late arrival before the register has closed
- ☐ Code U: A pupil arriving in school after the register has closed
- ☐ Code B: Attending any other approved educational activity
- ☐ Code D: Dual registered – at another educational establishment

- ☐ Code V: Educational visit or trip
- ☐ Code C: Leave of absence for exceptional circumstance
- ☐ Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
- ☐ Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
- ☐ Code K: Attending education provision arranged by the local authority
- ☐ Code P: Participating in a sporting activity
- ☐ Code E: Excluded but no alternative provision made
- ☐ Code H: Holiday authorised by the Academy
- ☐ Code I: Illness (not medical or dental appointments)
- ☐ Code M: Medical or dental appointments
- ☐ Code R: Religious observance
- ☐ Code G: Holiday not authorised by the Academy or in excess of the period determined by the Principal
- ☐ Code N: Reason for absence not yet provided
- ☐ Code O: Absent from school without authorisation
- ☐ Code Y1: Unable to attend due to transport normally provided not being available
- ☐ Code Y2: Unable to attend due to widespread disruption to travel
- ☐ Code Y3: Unable to attend due to part of the school premises being closed
- ☐ Code Y4: Unable to attend due to the whole school site being unexpectedly closed
- ☐ Code Y6: Unable to attend in accordance with public health guidance or law
- ☐ Code Y7: Unable to attend because of any other unavoidable cause
- ☐ Code X: Non-compulsory school age pupil not required to attend school
- ☐ Code T: Parent travelling for occupational purposes
- ☐ Code Q: Unable to attend the school because of a lack of access arrangements
- ☐ Code #: Planned whole school closure

## 17. Attendance Data

The Academy uses attendance data to target attendance improvement for pupils and pupil cohorts. Targets are devised to improve attendance and these targets will be monitored and regularly communicated with parent/carers, where necessary, and we will seek to support monitoring consistently good or improved attendance.

## 18. Summary

The academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All academy staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

Policies and procedures will be shared with all staff due to the responsibility of all within the Academy on a daily basis.

This policy will be published on the Academy website. Parents will be sent this policy with any initial information when pupils join the Academy and reminded of it at the beginning of each school year and when it is updated.

This policy will be reviewed annually and any alterations that come from this review will be discussed and ratified by the full Governing Body.

