



AMBITIONS
Academies Trust



**LeAF
Studio**

ATTENDANCE POLICY

SCOPE:	Academy Policy
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Outstanding Achievement for All

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Attendance Policy

Introduction

LeAF Studio School recognises that good attendance is essential for all students to achieve their full potential and is committed to raising levels of attendance through the Pastoral System. LeAF Studio School will encourage a positive attitude to learning and actively promote good attendance for all students.

LeAF Studio School will record, monitor and follow up attendance issues through the School Team (Principal (P), Vice Principals (VP), Head of Year (HoY) and Pastoral Lead (PL)). LeAF Studio School recognises that students are required by law to attend school regularly and that LeAF Studio School is obliged to differentiate between authorised and unauthorised absence.

Expectations

Students

Students are expected to attend two registration sessions daily:

AM Registration	during tutor
PM Registration	during lunch time tutor

Students that do not present at these times will be marked as absent. Students are registered by staff in all lessons. The on-call duty staff member will follow up truancy from lessons. Later arrivals during period 1 must go to reception where they will be signed in. Students arriving or leaving LeAF Studio School from 8.35am onwards MUST sign in / out.

Parents

Parents are expected to:

- Ensure that their child attends school daily and is punctual
- Inform LeAF Studio School on every day of absence
- Provide an explanation to LeAF Studio School for their child's absence by 'phone or letter
- Not take holidays during term time
- Complete a leave form for pre-arranged absence at least two weeks before the date required (where possible)

Teachers / Tutors

Teachers / Tutors should:

- Record attendance accurately in lesson and at registration online
- Promptly pass on concerns about absence and punctuality within the first 10 minutes to Studio Attendance
- Promote a positive attitude to punctuality and attendance throughout LeAF Studio School issuing rewards and sanctions as appropriate
- Monitor attendance, making contact with parents/carers as appropriate

Head of Year

The Head of Year should:

- Promote a positive attitude to punctuality and attendance throughout LeAF Studio School issuing rewards and sanctions as appropriate
- Monitor attendance, making contact with parents/carers as appropriate

- Liaise through regular meetings with the Pastoral Lead (PL) over outstanding absences and intervention strategies

Attendance Administrator

The Attendance Administrator is responsible for ensuring:

- First day calling for all absent students in Years 9 – 14 is completed by the Attendance Administrator
- Following up outstanding absences and contacting parents / carers as appropriate
- Attendance administration
- Maintaining and updating attendance records

Vice Principal – Inclusion (VP)

The VP will become involved with attendance in the case of persistent unauthorised absences where Pastoral Lead and Head of Year efforts to affect an improvement have been unsuccessful. Support at this level will include:

- Child Protection guidance
- Home visits
- Referral to the relevant external agencies for support
- Action plan meetings
- Legal letters
- Prosecution

Students attending off site centres

Staff at the offsite centres will contact parents / carers as appropriate
Complete registers accurately online

Procedure for Monitoring Attendance – Pre 16

Unexplained Absence

Action	Timing
Absence list generated by Attendance Administrator – Text sent immediately; all known contacts are called if no response. Follow up further with same procedure each day if required. SIMs note added & relevant staff informed	First day of absence
Attendance Administrator follows up unexplained absences –home visit completed if felt necessary by DSL / Deputy DSL / HoY	Within two days of unexplained absence

Procedure for Monitoring Attendance – Post 16

Unexplained Absence from lesson

Action	Timing
Absence list generated by Attendance Administrator – Text sent immediately if not signed onto site Contacted by Head of Specialism SIMs note added & relevant staff informed	First day of absence
Attendance monitored by Head of Specialism and action plans implemented if appropriate	On going

Poor Attendance Records

Head of Year to meet with Vice Principal (at least half termly) to discuss unexplained absences and possible action:

- No immediate action necessary but will monitor attendance and review with Pastoral Lead
- Head of Year to speak to student / parent informally
- Head of Year to contact parent – Letter 1
- If there is no improvement in attendance; meeting requested – Letter 2. Parenting Contract to be completed.
- There is an improvement in attendance, though still below national average – Letter 2a
- Where personalised letters are required e.g., medical / exclusions – Letter issued by HoY
- If there is no improvement Vice Principal sends Penalty Notice warning letter (PNW)
- If there is still no improvement PNW referral made to LA for penalty notice.

First Day Calling Procedure

Daily absence list generated by Attendance Administrator from 9.30am

- Unexplained absences checked for known reasons e.g.
 - Students attending offsite centre
 - Students on Professional Leave
 - Students on Work Placement
- Attendance Administrator to complete through SIMs
- Remaining unexplained absences contacted through SIMs
- Where parent indicates that student left home to attend, pastoral lead to check if student is in school and contact parent to confirm presence / absence

Truancy

Subject staff email names of any students absent from their lesson who had been marked present for the previous lesson to Studio Attendance.

Truanting students are identified through:

- First day calling
- Concerns raised by teachers through Studio Attendance email sent within first 10 minutes of each lesson

Action – contact made with home; teachers and leadership informed; student placed on attendance report and given SLT support session.

Holidays

Parents do not have the right to take their child on holiday during term time.

LeAF Studio School will not authorise a term time holiday unless the reason is deemed an exceptional circumstance.

If unauthorised holiday is taken:

- The Attendance Administrator will contact the Principal to seek advice on issuing a Penalty Notice

Five-day absence response

For pupils identified as CP/CIN/CIC or in any other way identified as vulnerable and highlighted on the school's register as such, the process for managing an absence of up to five days is set out as below. For all other pupils the usual process of communicating and following up on absence will be undertaken.

Daily

VP Inclusion will need to have an updated overview of which vulnerable pupils are absent as they are accountable for reviewing decisions taken by the pastoral team. Copies of this overview should also be sent to the DSL and the relevant HOY.

Home Visits

Home visits may happen in person or where circumstances such as Covid 19 does not allow, via an online meeting.

These will be recorded with detail to explain exactly what the outcome of the visit/online meeting has been on My Concern.

Day	Action required follow absence on each day for pupils who are vulnerable	Responsible
1	Home Visit or TEAMS call to ensure that sight of pupil is recorded. Allocated social worker informed.	HoY / Pastoral Lead
2	Home Visit or TEAMS call to ensure that sight of pupil is recorded. Allocated social worker informed.	HoY / Pastoral Lead
3	Home visit or TEAMS call to ensure that sight of pupil is recorded. Allocated social worker informed. Review of criteria (below) to confirm whether referral to Social Care is required.	HoY / Pastoral Lead
4	Home visit or TEAMS call to ensure that sight of pupil is recorded. Allocated social worker informed.	HoY / Pastoral Lead
5	Meeting booked with parent and pupil to review barriers to attendance and confirm an updated pastoral support plan.	HoY / Pastoral Lead
6-10	If absence continues despite meeting on day 5, the above procedure should be repeated and the pupil logged with the LA as a child missing education on day 10.	HoY / Pastoral Lead
EVERY MONDAY, ALL pupils identified as vulnerable should be updated in consultation between SLT Lead and DSL.		

Definition of Children Missing Education

For the purpose of the Statutory Guidance on Children Missing Education, children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'. Consequently, the policy of the academy for any pupil who has not attended their school for a period of ten days without permission may be at risk of becoming 'children missing education'.

In the following circumstances a referral to children's social care and /or the police will always be made promptly:

- The child may be the victim of a crime.
- The child is subject of a Child Protection plan;
- The child is subject of s47 enquiries.
- The child is in care.
- There is a known person posing a risk to children in the household or in contact with the household.
- There is a history of the family moving frequently.

The answers to further questions could assist a judgement whether to inform the Local Authority children's social care and the police and will be used in ascertaining prioritising home visits.:

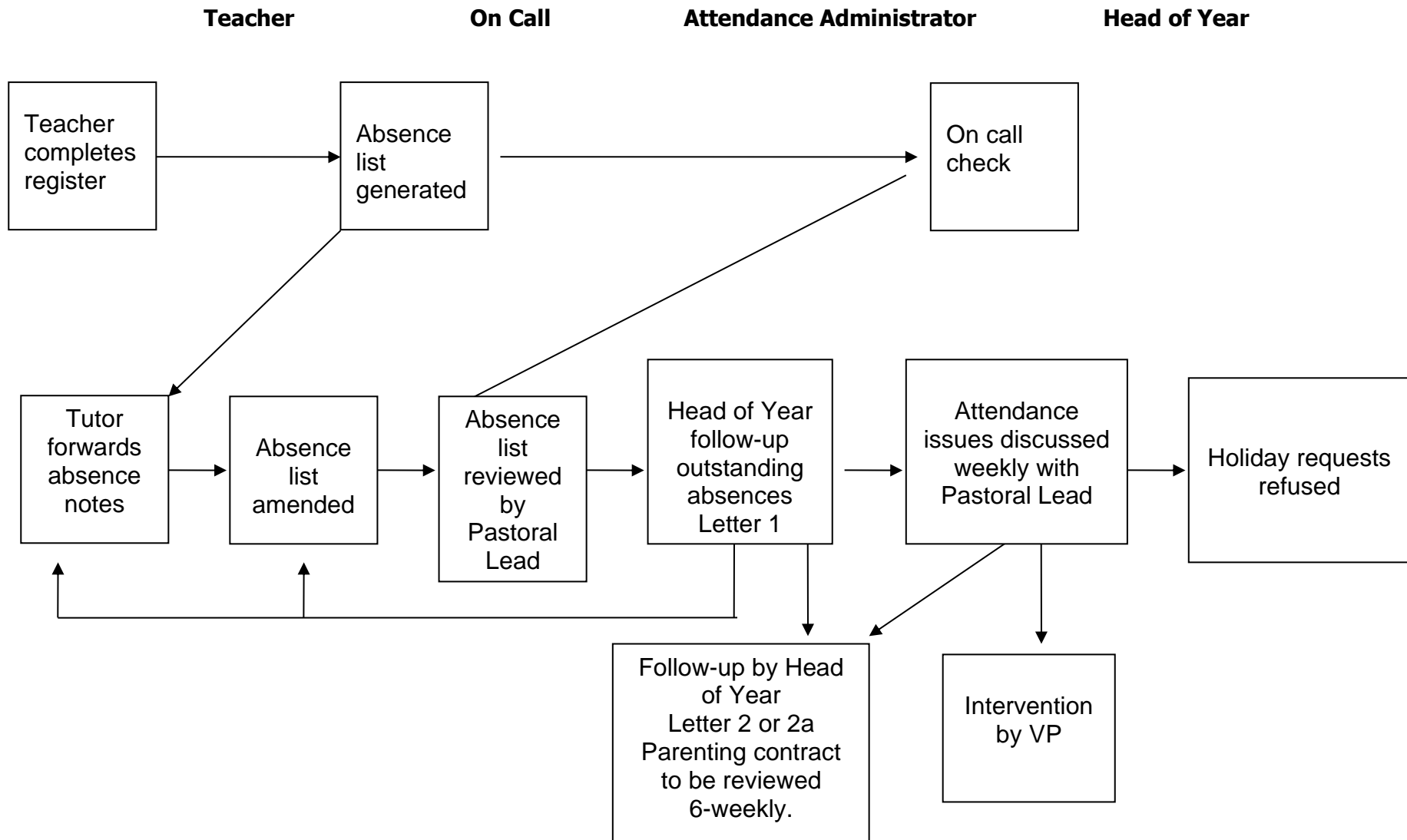
- In which age range is the child?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there any significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk?
- Does the child need essential medication or health care?
- Was the child noted to be depressed prior to the child's unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk?
- Rites of passage or forced marriage planned for the child?
- Has the child got a disability and/or special educational needs?
- Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic violence?
- Is there concern about the parent/carer's ability to protect the child from harm?
- The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly, if a situation is not resolved within 3 days then referrals should be made to the LA children's social care.

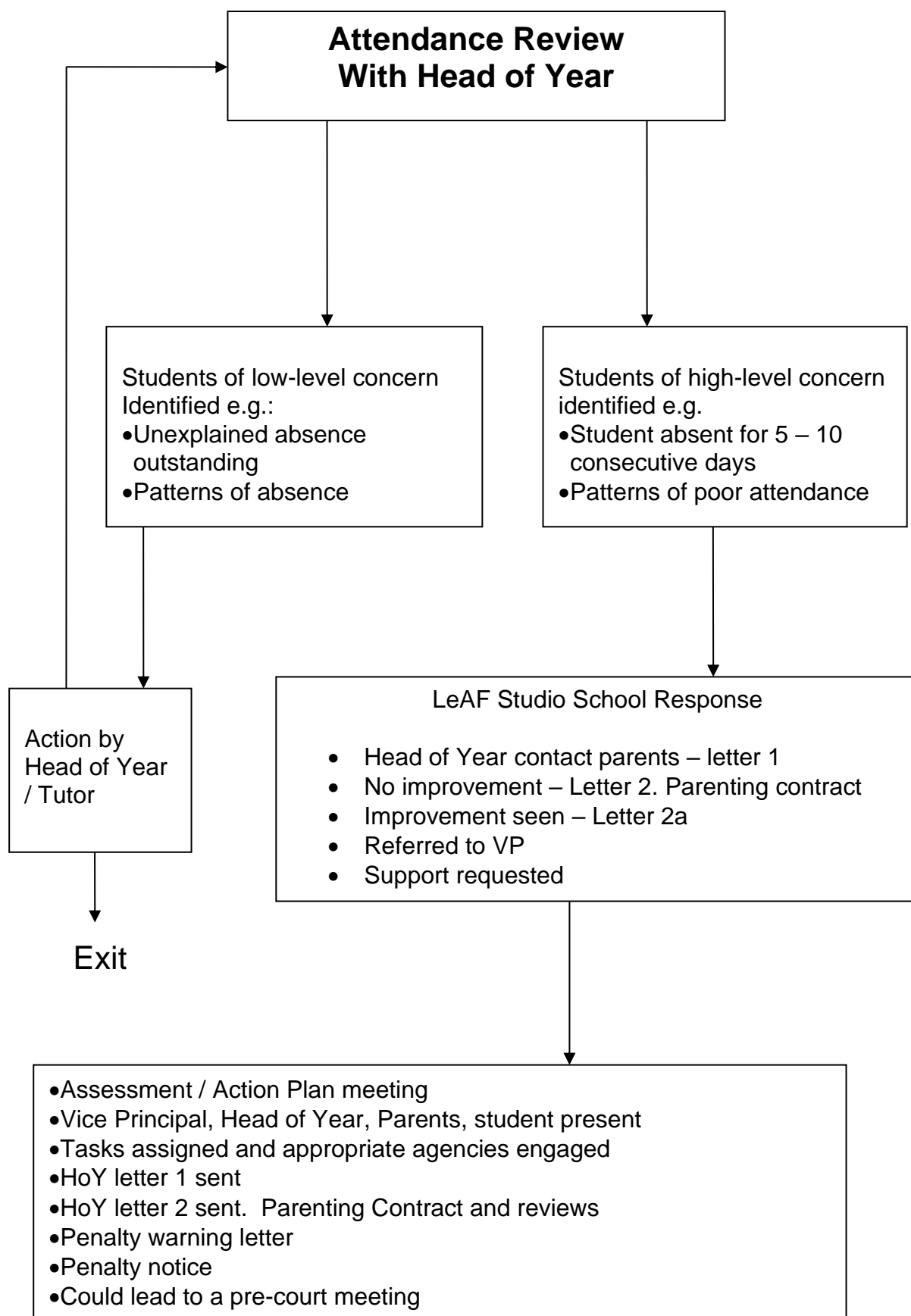
Reasonable enquiry:

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school-based staff and consultation with local authority staff.

Attendance – Recording and Monitoring Procedure





ATTENDANCE FLOW CHART

For student attendance below 96%

