



SIR ROBERT PATTINSON ACADEMY

ATTENDANCE POLICY

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons in line with our safeguarding procedures.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Board of Trustees

Our trustees are responsible for:

- Setting high expectations of all Academy leaders, staff, pupils and parents
- Making sure our leaders fulfil expectations and statutory duties, including:
 - Making sure the Academy records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the Academy works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the Academy's policies and ethos
- Making sure the Academy's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the Academy has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping Academy leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with Academy leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole Academy and repeatedly evaluating the effectiveness of the Academy's processes and improvement efforts to make sure they are meeting pupils needs
- Where the Academy is struggling with attendance, working with Academy leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - The Academy's legal requirements for keeping registers
 - The Academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy through our regular meetings with our Safeguarding Trustee, Mr L Harman, Vice-Chair of Trustees.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the Academy
- Monitoring school-level absence data and reporting it to Trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising Mrs R Gilbert, Deputy Head Teacher/Designated Safeguarding Lead (DHT/DSL) to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the Academy's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Mrs R Gilbert who can be contacted via 01522 882020 and/or attendance@srpa.co.uk.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 8)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Mrs R Gilbert DHT/DSL (authorised by the headteacher) when to issue fixed-penalty notices
- The attendance officer is Miss J Ellingford who can be contacted via 01522 882020 and/or attendance@srpa.co.uk.

3.5 Class teachers/R2L tutors

Class teachers/R2L tutors are responsible for recording attendance for morning and afternoon sessions and each lesson on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the attendance office via Go 4 Schools.

This must be taken within the first 5 minutes of a session.

3.6 Academy admin office staff

Academy admin office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on Go 4 Schools
- Transfer calls from parents/carers to the attendance office where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Where this policy refers to a parent, it refers to the adult the Academy and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person

- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the Academy to report their child's absence before 8.30am on the day of the (and each subsequent day of absence), and advise when they are expected to return. Comply with our safeguarding practices for safe and well checks when their child is not at school.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the Academy and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting our attendance team, who can be contacted via 01522 882020 and/or attendance@srpa.co.uk.

3.8 Pupils

Pupils are expected to:

- Attend every day and timetabled session, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment
- See Appendix 1 for the DfE attendance codes.

We will also record for pupils of compulsory school age:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made. The Academy day starts at 8.38am and ends at 3.15pm.

Pupils must arrive in the Academy by 8.38am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.05am. The register for the second session will be taken at 1.10pm and will be kept open until 1.25pm.

4.2 Unplanned absence

The pupil's parent must notify the Academy of the reason for the absence on the first day of an unplanned absence by 8.30am, or as soon as practically possible, by calling the Academy staff, who can be contacted via 01522 882020.

Where absence extends beyond 5 consecutive school days, where there are patterns of repeated absence, or where the Academy has reasonable concerns about the authenticity of an illness, medical evidence may be requested. This may include appointment cards, prescriptions, correspondence from a healthcare professional or other appropriate evidence. Medical evidence will not be routinely requested and will only be sought where the Academy considers it reasonable and necessary to establish the reason for absence and ensure appropriate support is in place.

We will mark absence due to physical or mental illness as authorised, unless the Academy has a genuine concern about the authenticity of the illness.

~~Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the Academy will ask for medical evidence.~~ Where absence extends beyond 5 consecutive school days, or where there are patterns of repeated absence, or where there are doubts about the authenticity of the illness, the Academy may request medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Please use attendance@srpa.co.uk for appointments and complete our leave of absence form, available via our website for other absences and return to us at attendance@srpa.co.uk.

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please see section 5 to find out which term-time absences the Academy can authorise.

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

The Academy monitors late arrivals to the Academy and sanctions are applied for unauthorised lateness.

Punctuality Policy	
Arrival Time: All students must be on site by 8:38am . At this time, school gates will close promptly.	
If a Student Arrives After 8:40am	
• They will receive a late mark from a member of the attendance team, reception staff, or their R2L tutor. • The student will be reminded of the Academy's punctuality policy. • An After-School Detention will be issued unless the student provides a valid reason such as: - A medical appointment (with evidence) - A family emergency - Extraordinary transport disruption beyond the family's control	

- Other exceptional circumstances approved by the pastoral team
If a Student is Late Twice in One Week
• A late mark will be recorded for each incident. • The student will again be reminded of the Academy's expectations. • If no reasonable explanation is provided, an After-School Detention may be issued. • Parents/carers may be contacted by the Attendance Team to discuss punctuality concerns and offer support where appropriate.
If a Student is Late Three Times in One Month
<u>STAGE 1 Intervention</u> • A late mark is recorded each time by the appropriate staff member. • An After-School Detention may follow if no valid reason is given. • The student will be invited to a Stage 1 Punctuality Meeting with the Pastoral Leader and the meeting notes will be sent to parents/carers. • Parents/carers will receive written notification from the Attendance Team that any further lateness will be recorded as unauthorised.
Continued Lateness
<u>STAGE 2 Intervention</u> • Each late arrival will result in a late mark and a reminder of the policy. • Where no sufficient reason is provided, the student may receive increased sanctions in line with the behaviour policy. • Parents/carers will be invited in for a Stage 2 Punctuality Meeting with the House Team meeting to address persistent lateness and identify actions for improvement.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the Academy will:

- Call the pupil's parent 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 school may undertake a home visit or call the police
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider a home visit and referral to Lincolnshire County Council
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals, such as Early Help
- Where support is not appropriate, not successful, or not engaged with, we may issue a notice to improve or inform the Local Authority for consideration of a penalty notice or other legal intervention

Home Visit Procedures

Where the Academy cannot reach any of the pupil's emergency contacts, the Academy may undertake a home visit.

For safeguarding purposes, all home visits must follow these protocols:

Before the Visit:

- A risk assessment must be completed by the attendance team
- At least two members of staff must conduct the visit together

- Staff must inform the Academy office of their intended visit time and expected return
- Staff must carry mobile phones and have emergency contact numbers

During the Visit:

- Staff should remain professional and courteous at all times
- Staff should not enter the property unless they are confident it is safe to do so
- If there are any concerns about safety, staff should leave immediately and contact the police
- Staff should observe and note any safeguarding concerns (e.g., condition of property, signs of neglect, concerning behaviour)

If No One Answers:

- Staff should leave a calling card with contact details
- Staff should attempt to speak to neighbours (where appropriate) to establish if the family is known to be away
- Staff should record the attempted visit and report back to Mrs R Gilbert, DHT/DSL

If Safeguarding Concerns Arise:

- Staff must report concerns immediately to the DSL upon return
- Where relevant, the Academy will consider referral to Lincolnshire County Council
- In cases of immediate danger or risk of significant harm, staff should call the police from the scene

When to Call Police:

- If there is reason to believe a child is at immediate risk of harm
- If there are concerns about criminal activity
- If staff feel unsafe approaching the property

Recording:

- All home visits must be logged on the pupil's file
- Notes should include: date, time, staff present, observations, any conversations, and actions taken
- Records must be stored securely in line with GDPR requirements

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels daily, via the Go 4 Schools app.

4.7 Children Missing Education

Children being absent from education for prolonged periods can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation.

The Academy will follow statutory guidance on Children Missing Education and will:

Notify the Local Authority when:

- A pupil has been absent without authorisation for 10 consecutive school days
- A pupil has left the Academy and we do not have confirmation of their destination school
- A pupil fails to return from an authorised absence and we cannot make contact with the family
- We have concerns that a pupil may be missing from education

Before Removing a Pupil from Roll:

- We will make reasonable enquiries to establish the whereabouts of the pupil
- We will inform Lincolnshire County Council before removing a pupil from the admission register where the pupil:
 - Has been taken out of school by their parents and is being educated outside the school system (e.g. home education)
 - Has ceased to attend school and no longer lives within reasonable distance of the school
 - Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school
 - Is in custody for a period of more than four months
 - Has been permanently excluded

Information We Will Provide to the Local Authority:

- Pupil's full name
- Pupil's date of birth
- Full name and address of parent(s) with whom the pupil normally resides
- At least one telephone number of the parent(s)
- Details of the new school, if known
- The date the pupil first failed to attend or the last known date of attendance
- Any other relevant information

Safeguarding Concerns:

- Where there are safeguarding concerns about a missing pupil, we will make an immediate referral to Children's Social Care
- Mrs R Gilbert (DHT/DSL) will lead on all CME cases with safeguarding concerns

4.8 Elective Home Education

Parents have the right to educate their child at home. However, the Academy has a duty to ensure this decision is in the child's best interests.

If Parents Indicate They Are Considering EHE:

1. Initial Conversation

- The designated senior leader (Mrs R Gilbert) or a member of the attendance/house team will meet with parents to:
 - Understand the reasons for considering EHE
 - Explore whether concerns can be addressed through support within the Academy
 - Explain the implications of EHE, including the loss of a school place
 - Provide information about the Local Authority's EHE team

2. Safeguarding Considerations

- We will consider whether the request for EHE may be to avoid:
 - A prosecution for poor attendance
 - Addressing safeguarding concerns
 - The pupil's SEND needs being met
- Where there are safeguarding concerns, we will discuss these with the family and, where appropriate, make a referral to Children's Social Care

3. Support Offered

- We will offer support to address any concerns the family has about the Academy
- We will explore alternative provision or adjustments that might enable the pupil to remain in school
- We will provide information about the reality of home education

4. Notification to Local Authority

- We must inform Lincolnshire County Council when a parent notifies us of their intention to home educate
- We will provide the Local Authority with:
 - The pupil's name and address
 - The date the parent notified us
 - Any safeguarding concerns

5. Removal from Roll

- We will only remove a pupil from roll once we have received written notification from the parent that the pupil is being home educated
- We will notify the Local Authority without delay that the pupil is removed from roll

6. Change of Mind

- If parents change their mind before the pupil is removed from roll, the pupil will remain on roll
- If the pupil has been removed from roll, parents will need to reapply for a school place through the normal admissions process

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as matters outside of the family's control such as a bereavement, terminal illness or armed forces leave.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via www.srpa.co.uk. The

Headteacher may require evidence to support any request for leave of absence. If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with. Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the Academy will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling 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, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from the Academy (and no alternative provision has been made)

Other reasons the Academy may allow a pupil to be absent from the Academy site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the Academy
- Attending another Academy at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the Academy premises are closed

5.2 Sanctions

Our Academy will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or Mrs R Gilbert, DHT/DSL, authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the Academy requests a penalty notice, it will check with the local authority before doing so.

Before requesting a penalty notice, the Academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the Academy has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the Academy has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £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 the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the Academy may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Internal Process for Issuing Notices to Improve

Before issuing a notice to improve, the Academy will:

1. Evidence Review

- Review the pupil's attendance data
- Identify number of authorised and unauthorised absences
- Review all previous interventions and support offered
- Document level of parental engagement with support

2. Decision-Making

- The designated senior leader responsible for attendance (Mrs R Gilbert) will review the case
- Consultation with the pupil's pastoral team and, where relevant, the SENCO
- Consideration of any Equality Act 2010 obligations or SEND needs
- Consideration of whether a notice to improve or alternative legal intervention is most appropriate

3. Parental Communication

- Parents will be invited to a formal meeting to discuss attendance concerns
- The meeting will provide a final opportunity to engage with support
- Parents will be clearly informed that failure to improve attendance may result in a penalty notice

4. Issuing the Notice

- The notice will be issued in writing
- The notice will include:
 - Details of the pupil's attendance record and unauthorised absences
 - The benefits of regular attendance and parental duty under section 7 of the Education Act 1996
 - Details of support provided so far
 - Opportunities for further support
 - A clear warning that a penalty notice may be issued if attendance doesn't improve
 - Details of what sufficient improvement looks like
 - A clear timeframe of between 3 and 6 weeks for the improvement period
 - The grounds on which a penalty notice may be issued before the end of the improvement period

5. Monitoring During Improvement Period

- Weekly monitoring of attendance
- Continued offer of support
- Communication with parents about progress
- Documentation of all contact and support offered

6. Review at End of Improvement Period

- Assessment of whether sufficient improvement has been made
- Decision on whether to close the case, extend support, or proceed with penalty notice
- Written notification to parents of the outcome

6. Strategies for promoting attendance

The Academy has a comprehensive rewards programme which pupils attending are able to access. Please see www.srpa.co.uk for details.

If required, the Academy may consider the use of an attendance contract as a pre-legal intervention means of supporting improved attendance.

7. Supporting pupils who are absent or returning to the Academy

7.1 Pupils absent due to complex barriers to attendance

We adopt a graduated approach utilising a range of therapeutic interventions to support pupils to overcome barriers to attendance. These are bespoke following parental meetings.

Particular consideration will be given to pupils who may be at greater risk of poor attendance, including pupils with a social worker, pupils supported by youth justice services, young carers, pupils with SEND and those experiencing mental or physical ill health. The Academy will work collaboratively with families and external agencies to identify and remove barriers to attendance at the earliest opportunity.

7.2 Pupils absent due to mental or physical ill health or SEND

As 7.1 we may consider the use of time-limited part-time timetable to support attendance while facing mental or physical ill health or SEND alongside other supportive interventions.

Where a pupil is unable to attend school because of medical, mental health or SEND-related barriers, remote education may be considered as a temporary support measure.

Remote education will not be regarded as an alternative to attendance and will only be used as a last resort, for the shortest possible period, and normally as part of a planned reintegration pathway back to full-time attendance wherever this is appropriate for the pupil.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the Academy will inform the local authority.

Use of Part-Time Timetables

Part-time timetables may be considered as an intervention strategy in exceptional circumstances. However, the Academy recognises that part-time timetables must be used with extreme caution and robust safeguarding measures.

When Part-Time Timetables May Be Considered

Part-time timetables will only be considered when:

- A pupil is experiencing significant barriers to attending full-time education due to medical, mental health, or SEND needs
- All other support strategies have been explored and exhausted
- There is clear evidence that a temporary reduction in timetable will support the pupil's gradual reintegration to full-time education
- It is in the pupil's best educational and welfare interests

Part-Time Timetables Will NOT Be Used:

- As a disciplinary sanction or behaviour management tool
- As a long-term solution
- Without a clear plan for return to full-time education
- For the convenience of the Academy

Safeguarding Requirements

Any part-time timetable arrangement **must** include:

1. Formal Written Agreement

- A written agreement must be signed by parents/carers, the pupil and the Academy
- The agreement must clearly state the start date, review dates, and expected end date
- Parents/carers must confirm arrangements for supervision during non-school hours

2. Maximum Duration

- Part-time timetables will last **no longer than 6 weeks** initially
- Any extension beyond 6 weeks requires formal review and approval from the Headteacher and must be documented with clear justification

3. Clear Reintegration Plan

- A detailed, written plan showing how the pupil will transition back to full-time education
- Specific, measurable milestones for increasing attendance
- Named staff member responsible for monitoring progress

4. Regular Review Schedule

- Fortnightly review with the attendance or medical Team
- Documentation of progress against reintegration targets at each review

5. Safeguarding Arrangements

- A risk assessment must be completed before any part-time timetable begins
- Clear arrangements must be confirmed for the pupil's supervision during hours not in school
- Parents/carers must confirm in writing how the pupil will be supervised
- Where safeguarding concerns exist, consultation with Children's Social Care before implementation

6. Educational Provision

- Work must be completed during time not in school, students will continue to have access to the curriculum bulletin and their Go4Schools account and learning apps and is expected to keep up with homework set

7. Compliance with Local Authority Guidance

- All part-time timetables must comply with Lincolnshire County Council guidance
- The Local Authority must be notified of any part-time timetable arrangement
- Attendance during the agreed part-time timetable will be recorded using code C2

8. Monitoring and Accountability

- Mrs R Gilbert, Deputy Headteacher/Designated Safeguarding Lead will maintain oversight of all part-time timetable arrangements
- A central log will be kept of all part-time timetables, including reasons, duration, and outcomes
- The Board of Trustees will receive termly reports on the use of part-time timetables

Non-Compliance

Non-compliance with a part-time timetable will result in its removal and a return to the expectation of full-time attendance, with appropriate support measures put in place.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Please see 7.1 and 7.2

8. Attendance monitoring

Our Academy utilises the Department for Education's online attendance analysis tool to support our early identification and intervention approach.

8.1 Monitoring attendance

The Academy will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the Academy and at an individual pupil, year group and cohort level.

The Academy has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The Academy will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Board of Trustees and discuss with our Safeguarding Trustee.

8.2 Analysing attendance

The Academy will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

The Academy will pay particular attention to attendance patterns amongst vulnerable groups, including pupils with a social worker, young carers, pupils supported by youth justice services, disadvantaged pupils, pupils with SEND and those with identified health needs, to ensure barriers are identified and appropriate support is provided.

8.3 Using data to improve attendance

The Academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to House Teams, to facilitate discussions with pupils and families, and to the Board of Trustees and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with Lincolnshire County Council and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the Academy's strategy for improving attendance.

The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Follow the Attendance Escalation Process detailed below.

Attendance Escalation Process
Strategies to Improve School Attendance
Threshold for Intervention When a student's attendance falls below 90% , they are classified as <i>persistently absent</i> .
• An Initial Concern Letter will be sent to all individuals with parental responsibility. • This letter will outline the concern and highlight the importance of regular attendance.
Stage 1: House Pastoral Intervention
• The student will meet with their House Pastoral Leader to explore reasons for low attendance. • Where appropriate, early interventions and support strategies will be implemented.

• Parents/carers will be contacted with the outcome of the meeting and details of any agreed actions.
Stage 2: Attendance Concern Meeting
If attendance does not improve following Stage 1: • The student and their parent/carer will attend a meeting with the Deputy Head of House. • The purpose is to identify barriers, discuss additional support, and agree on targets for improvement. • Formal interventions may be introduced at this stage.
Stage 3: School Attendance Panel
If attendance concerns persist beyond Stage 2: • A further meeting will be held with the Attendance Team. • An Attendance Contract will be drawn up, outlining responsibilities, support measures, and clear expectations. • A Notice to Improve will be issued to all with parental responsibility and formally reported to the Local Authority. • A review period will be established to monitor progress. Failure to meet expectations may result in a Fixed Penalty Notice or further legal action, in line with statutory guidance, which may extend to legal prosecution. • Individual letters, where required, will inform parents of the current position and required steps

8.5 Strategies to support and improve attendance

Potential Strategies to Support and Improve School Attendance
The following strategies may be considered as part of a targeted and supportive response to persistent absence. All interventions will be subject to individual assessment, in consultation with parents/carers, and implemented only with the approval of the Attendance Champion:
Pastoral Support Interventions
• Use of emotional regulation tools, such as the 5-Point Scale, to support students in recognising and managing feelings that affect school attendance. • Accessing support from a Pastoral Leader for ongoing encouragement and relationship-building.
Early Help Assessment (EHA)
• Consideration of an EHA to explore underlying challenges within the home environment and identify external support services that may be beneficial. • This may include coordination with wider agencies to provide holistic family support, including parenting advice, emotional health resources and signposting to referrals.
Time-Limited Part-Time Timetable
• In exceptional circumstances, and where a full-time timetable is proving overwhelming, a part-time timetable may be discussed. These are rare and the decision lies solely with the academy. There is clear guidance from the Local Authority which must be adhered to. • Any such arrangement would be temporary, short-term, carefully monitored, and structured as part of a reintegration plan. Non-compliance with a reduced timetable will result in its removal.
Specialised Learning Centre (SLC) Access
• Where appropriate, students may be referred to the Specialised Learning Centre, particularly when SEND needs are present or emerging. • This environment offers personalised learning and behaviour support within a specialised setting. To ensure students receive the support they need during timetabled sessions, we're not currently able to offer drop-in facilities.
Ros Christopher Centre (RCC)
• A referral to the Academy's counselling service may be explored, particularly for students experiencing anxiety, trauma, or emotional difficulties impacting attendance. Please note, this is subject to a waiting list and will be time-limited due to demand. • Engagement with counselling would form part of a broader strategy to re-establish routine and promote well-being. • Referral to an intervention such as art or Lego therapy (amongst others) may be considered and will be subject to waiting lists.

8.6 Data Protection and Attendance Information

The Academy processes attendance data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data We Collect:

- Daily attendance and absence records
- Reasons for absence
- Punctuality records
- Attendance intervention records
- Communication with parents regarding attendance

Who Has Access:

- Class teachers and R2L tutors record attendance daily
- Academy attendance officers and admin staff process absence notifications
- Attendance officers monitor and analyse data
- Mrs R Gilbert (DHT/DSL) has oversight of attendance concerns
- Senior leadership team for monitoring and intervention purposes
- External agencies where there is a legal obligation or safeguarding concern (e.g., Local Authority, Children's Social Care)

How Long We Keep It:

- We will keep every entry on the attendance register for 6 years after the date on which the entry was made Policy
- Attendance intervention records are kept in line with our retention schedule

Your Rights:

- Parents have access to their child's attendance records via the Go4Schools app
- Parents have the right to access their child's registration certificate
- Requests should be made in writing to attendance@srpa.co.uk

Data Sharing:

- The Academy has granted the DfE access to its management information system so attendance data can be accessed regularly and securely
- We share attendance data with the Local Authority as required by law
- We may share information with other agencies where there are safeguarding concerns

For more information about how we process personal data, please see our Privacy Notice on the Academy website.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every three years by Mrs R Gilbert, DHT. At every review, the policy will be approved by the full Board of Trustees.

10. Links with other policies

This policy links to the following policies on our Academy website:

- Child protection and safeguarding policy

- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school 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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: SRPA leave of absence letter



Sir Robert Pattinson Academy

Sapientia et Doctrina

Headmaster: Mr D. J. Hardy BA (Hons) PGCE
Moor Lane, North Hykeham, Lincoln. LN6 9AF
01522 882020
enquiries@srpa.co.uk | www.srpa.co.uk
Company Registration No: 07690250

Absence from Sir Robert Pattinson Academy Request Form

Date Application Made:	First day of absence:	Last Date of Absence:	Total Number of Academy days:												
This request is for the following child/children:															
Name:		R2L Group:													
Name:		R2L Group:													
Name:		R2L Group:													
Name:		R2L group:													
The reason for this request is:															
I made this application after consulting the Academy Attendance Policy and I understand that, should I decide to remove my child/children without authorisation, it may result in a fine as per below: ⚠️ Penalty Notice Framework <table border="1"> <thead> <tr> <th>Offence</th> <th>Fine</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>First</td> <td>£160 (or £80 if paid within 21 days)</td> <td>Per parent, per child</td> </tr> <tr> <td>Second (within 3 years)</td> <td>£160</td> <td>No reduction Please be aware, if the first PN remains unpaid, there will be no second fine. The case will instead be referred to the Magistrate's Court.</td> </tr> <tr> <td>Third or further (within 3 years)</td> <td>No notice issued</td> <td>Case referred to Magistrates' Court</td> </tr> </tbody> </table> • Magistrates' fines can reach £2,500 per parent, per child, and may appear on a DBS certificate.				Offence	Fine	Notes	First	£160 (or £80 if paid within 21 days)	Per parent, per child	Second (within 3 years)	£160	No reduction Please be aware, if the first PN remains unpaid, there will be no second fine. The case will instead be referred to the Magistrate's Court.	Third or further (within 3 years)	No notice issued	Case referred to Magistrates' Court
Offence	Fine	Notes													
First	£160 (or £80 if paid within 21 days)	Per parent, per child													
Second (within 3 years)	£160	No reduction Please be aware, if the first PN remains unpaid, there will be no second fine. The case will instead be referred to the Magistrate's Court.													
Third or further (within 3 years)	No notice issued	Case referred to Magistrates' Court													
Name of Parent/Carer:		Signature of Parent/Carer:													

ACADEMY USE ONLY			
Current Attendance%		Number of applications this academic year	
Authorised		Unauthorised	
Head Teacher Signature:			
Entered on Register		Entered on Tracker	
Passed to House to file			

