



Attendance

Important information for Students,
Parents and Carers – April 2023

**WORK
HARD**

**BE
KIND**

**ACHIEVE
MORE**

Introduction

At Longsands we believe it is vitally important for all students to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage students to become responsible and resilient individuals which will serve them well in their future lives.

Longsands aims to meet its obligations with regards to school attendance by:

- Developing and maintaining a whole academy culture that promotes the benefits of high attendance.
- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Supporting parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other academies in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.
- Building a culture of safeguarding: ensuring all students feel safe, protected and valued.
- Having clear and swift responses to address concerns including patterns of absence.

Reporting Absences

It is an expectation of the academy that parents/carers will notify the academy on the first day of unplanned absence. For example, if their child is unable to attend due to ill health by 8.45am.

Parents/ carers must keep in touch every day that their child cannot return to the academy, unless the academy has agreed otherwise. Parents/ carers can contact school in the following ways:

- My Child at School app (MCAS)
- By telephone 01480 223343
- By E-mail – absence@astrea-longsands.org

When reporting any absence please ensure you provide the students' name, tutor group and reason for absence together with an anticipated return date. We do ask for medical evidence for absences of more than 3 days where possible.

We may conduct safe and well home visits to students who are not in school in line with our safeguarding policy.

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness.

- Only the Principal can authorise absence from the academy. Absence will not be authorised unless the reason you offer is accepted by the academy.
- Absences not reported will be followed up by the academy attendance / pastoral staff.

If we have not received any contact, we will attempt to contact you to verify your child's absence. You must contact the school on each day your child is absent unless we are aware the absence will be long term for example -Medical operation. If we do not hear from parents/carers we are obliged to conduct safe and well home checks after 3 days.

If your child needs to be absent from school for a planned reason such as a medical/dental appointment, family matter, day of religious observance etc:

- Please provide a note (addressed to the Attendance Officer) to explain the reason for the absence and stating the days that will be affected.
- Medical appointments during school time - whilst we recognise that this is sometimes unavoidable, we ask, wherever possible that routine appointments are made outside of school hours. We would also expect students to be in school before/after their appointment. We will not authorise a whole day for a dental appointment.
- It is imperative that your child goes to the Administration Office to sign in/out and to ensure we are made aware of their whereabouts for safeguarding and fire evacuation purposes.



Holidays in Term Time

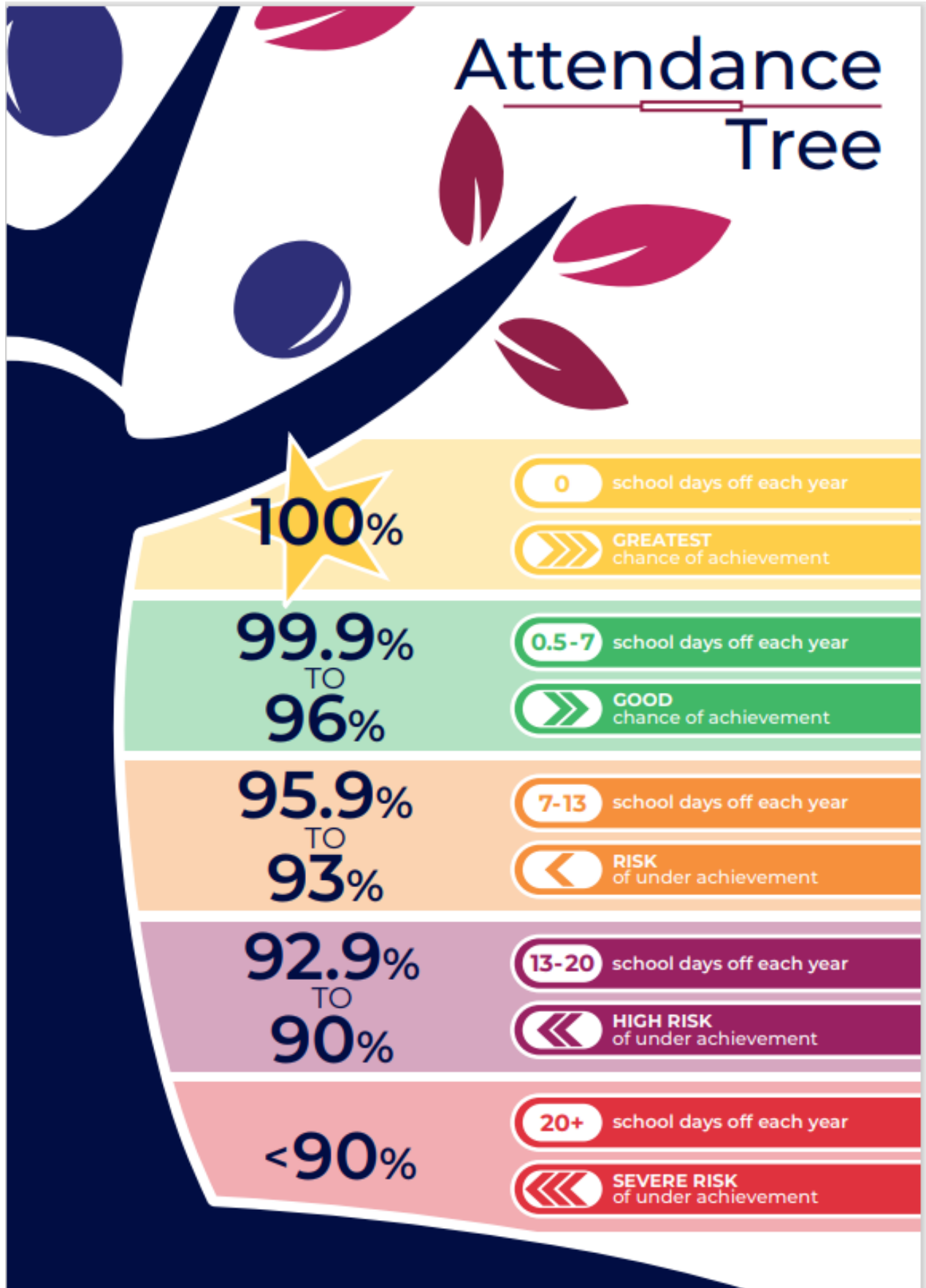
The conditions under which leave of absence for term-time holidays or visits overseas may be granted are contained in the Education Regulations that came into effect from September 2013. This means that schools may only authorise leave of absence in exceptional circumstances.

A Leave of Absence Form should be completed by parents/carers giving notice at least **4 weeks** in advance of the absence period and sent to the Attendance Officer at absence@astrea-longlands.org Parents/Carers will then receive written confirmation authorising or authorizing the period of absence. Absence will not be authorised if we do not receive adequate notice.

At Longlands we believe family holidays should not be taken during term time. Parents/Carers are reminded that they do not have any entitlement to term-time leave for their children. Should leave be taken after permission has been withheld, this will be recorded as unauthorised absence. This will appear in the school register and in your child's report. Any unauthorised leave of absence could result in a Penalty Notice fine being issued to anyone with day to day care responsibilities for the child.



Attendance Tree



Standards

At Longsands, we:

- Expect every student to achieve attendance of 96% or above
- Expect students to arrive on time every day
- Will support parents/carers in their legal responsibility to ensure their child attends school regularly and punctually
- Believe family holidays should NOT be taken during term time. We are not obliged to authorise requests for holidays during term time.
- Expect parents/carers to contact us on the first day and each subsequent day of their child's absence



Punctuality/Lateness

It is the responsibility of parents/carers to ensure that their child attends school on time.

Students should arrive at school by 8.40am. Students should not be on site before 8:30am unless they are attending breakfast club or have a planned enrichment activity.

We run a late gate operation and any student arriving late to school or lessons without an acceptable reason will be issued with a C2 as part of our behaviour policy. If a student receives 2 late marks to lessons within a week, they will receive an after school detention.

Students are expected to be punctual to all lessons. Persistent lateness can result in a significant amount of lost learning time, gaps in learning and raises safeguarding concerns if a student is not where they are timetabled to be.

Students leaving and arriving at school during the school day must have authorisation from their parent/carer, school must be notified, and they must be collected from the main school reception.

Addressing Poor Attendance

At Longsands we work diligently to help students attend well. We will communicate regularly with parents/carers and always provide support to overcome barriers to good attendance.

When attendance falls to unacceptable levels our Attendance Manager will contact parents/carers to discuss the reasons for poor attendance in more detail. Targets might be set for individual students and medical evidence (appointment cards/copies of prescriptions) will be requested to allow us to authorise any further absence. Any student whose attendance falls below 90% and fails to meet interim thresholds throughout the year is likely to become a Persistent Absentee (PA). Persistent Absentee students will be reviewed and monitored by the Attendance Manager and Local Authority Attendance Officers. Home visits and meetings with parents will be conducted. If after intervention there is no improvement in attendance the Local Authority will proceed with a Penalty Notice or Prosecution against Parents/Carers.

Communication with the school is vital to ensure we are aware of reasons for poor attendance and to be able to engage with the student and the Parents/Carers to provide any necessary support to improve attendance.

Attendance Manager line 01480 353535 Email: Kelly.baker@astrea-longsands.org

Promoting Attendance

To promote high levels of attendance and to recognise individual and collective high attendance or improvement Longsands uses a range of rewards and positive reinforcement strategies.

These include

- Certificates
- Letters / Newsletters
- Celebration assemblies
- Reinforcement through prizes
- Inclusion in prize draws
- Special awards
- 100% Attendance pin Badges

There is clear evidence that absence from school is linked to lower levels of attainment. The Department for Education's (DfE) analysis shows that every extra day missed was associated with lower attainment at age 11 and at age 16 (see table below).

In other words, every extra day of school that is missed can affect a student's chance of gaining the GCSE results of which they are capable.

ATTENDANCE	NUMBER OF DAYS LOST	IMPACT ON YOUR EDUCATION	
100%	None!	Outstanding Attendance! Excellent work, well done	This gives you the best chance to achieve your potential as 78.7% of students with 100% attendance achieve 5+ 9-4 including English and Maths
>97%	Fewer than 6 days	Great Attendance. You are above the school attendance target, well done!	
95 – 96.9%	Fewer than 10 days	Students are likely to achieve their targets and will be well prepared as they move through school	Statistics show that 69.1% of students in this attendance bracket go on to achieve 5+ 9-4 grades including English and Maths
92 – 94.9%	Up to 15 days	If your attendance is in this category you will have had up to 3 weeks of absence.	According to statistics, only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
90 – 91.9%	Up to 19 days	You will have had up to 3 weeks and 4 days absent. Pupils in this category may fall behind and will be difficult for them to achieve their best	Attendance in this bracket is a major concern and should be addressed quickly. Only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
<90%	More than 19 days	You will have had more than 3 weeks and 4 days of absence. This is very poor attendance and the Local Authority may become involved	Poor attendance – this is extremely worrying Of those students with below 90% attendance, only 35.6% are likely to achieve 5+ 9 - 4 including English and Maths

We are keen to work with you and to support you and your child. If there is anything we can do to help you, please do not hesitate to contact us.

If you have any questions relating to your child's attendance, please do not hesitate to contact the Attendance Manager; Kelly.baker@astrea-longsands.org

Address: Longsands Academy
Longsands Road
St Neots
Cambridgeshire
PE19 1LQ

Telephone: 01480 353535

Email: Enquiries@astrea-longsands.org
Absence@astrea-longsands.org

Website: www.astrea-longsands.org