



**Astrea Academy Trust
Longsands Academy**

Secondary Attendance Policy

Date	July 2024
Written by	Astrea Academy Trust
Amended by	Lorraine Yates, Trust Assistant Principal Jay Milne, Assistant Principal
Adopted by Trust Board	
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1. Principals, Aims, Legislation and Guidance

Regular academy attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community. The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual students and families. The foundation of securing good attendance is that academy is a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn.

Astrea Academy Trust is committed to ensuring that all students and their families understand the importance of attendance. Studies have shown that students who attend less than 97% of the time fail to achieve their potential.

2. Aims

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

- Developing and maintaining a whole academy culture that promotes the benefits of excellent attendance and punctuality;
- Working with students and their families to reduce absence, including persistent absence;
- Working with families to understand barriers to attendance, where there are concerns;
- Ensuring every student has access to full-time education to which they are entitled;

3. Legislation and Guidance

This policy meets the requirements of the academy attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on academy attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [Keeping Children Safe in Education 2024](#)
- [The Education \(Independent Academy Standards\) \(England\) Regulations 2014](#)
- [Working together to Improve School Attendance](#)
- [Children Missing Education 2016](#)
- [Elective Home Education](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)

This policy also refers to the DfE's guidance on the academy census, which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

4. Who are the Attendance Team

Role within the Team	Name	Contact Details
SLT Link for Attendance	Jay Milne	jay.milne@astrea-longlands.org
Attendance Manager	Kelly Baker	Kelly.baker@astrea-longlands.org
Attendance Officer	Belinda Walker	absence@astrea-longlands.org

The attendance team are the first contact for any absence related issues for your child and family. The attendance team can and will:

- Liaise with additional pastoral staff on a daily / weekly basis about attendance for your child.
- Support with wider issues to remove barriers to education.
- Liaise with safeguarding leads and pastoral staff to complete welfare checks to ensure we know your child and family are safe and well regardless of the reason for absence.
- Ensure that attendance remains a priority for you, your child and the Academy.

5. Academy Procedures

Recording Attendance

By law, all academies (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will mark whether every student 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.

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

Students must arrive at Longsands by 08:35 every day. Arrivals after 08:35 will be recorded as **L**

Arrivals after 09:00 will be recorded as **U**. A **U** code will affect a student's attendance percentage and therefore will impact on a student's overall year to date attendance percentage.

The register for the second session will be taken at 12:20 for Years 10 and 11 and at 12:55 for Years 7, 8, 9, 12 and 13.

Lates & Punctuality

It is an expectation of the Academy that students will arrive on time and be ready to learn. Lateness and punctuality will be monitored daily.

The academy may send a letter to parents/carers, by way of notification of our concerns in relation to their child's punctuality and may request a meeting to discuss the concerns in order to work together to resolve any issues.

Persistent lateness can result in a significant amount of learning time being lost, resulting in gaps in learning and can also indicate a safeguarding concern.

Please refer to the Behaviour Policy for sanctions on lack of punctuality and note that persistent lateness will result in being issued negative behaviour points.

In exceptional circumstances (such as severe weather), the closing of registration may be delayed at the discretion of the Principal.

Unplanned Absence

It is an expectation of the academy that parents/ carers will notify the academy on the first day of an unplanned absence for example, if their child is unable to attend due to ill health by 08:30.

Parents/carers notify the academy of their child's absence unless agreed otherwise.

Parents/carers can report absence by emailing absence@astrea-longsands.org giving detailed reasons for the absence through appropriate medical evidence.

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the academy may ask parents to provide 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 however**, as an academy we will seek medical evidence to better understand the needs of students and to ensure that the academy is working alongside other statutory guidance in **supporting pupils at school with medical conditions** or **arranging education for children who cannot attend school because of health needs**.

The academy will contact parents on a daily basis if they fail to inform the academy of an absence. The academy must be notified of the reason for a child's absence in order to safeguard the child. Absence is monitored carefully at the academy. **The academy will make home visits to those students who are not in the academy.**

Only the Principal can authorise absence from the academy. **Absence will not be authorised unless the reason you offer is accepted by the academy.**

Planned Absence

Medical or dental appointments

The academy strongly discourages medical and dental appointments been made during academy hours. Where this is not possible, the student should be out of academy to attend their appointment only. It is expected that parents/carers inform the academy of the appointment as soon as possible; failure to do this will result in an unauthorised absence.

The NHS pharmacies first scheme can also support and are accessible outside of academy hours <https://www.nhs.uk/nhs-services/pharmacies/how-pharmacies-can-help/>

Leave of absence during term time

By law, Principals cannot grant any leave of absence to students during term time unless there are exceptional circumstances.

We define exceptional to mean very rare, unusual or unforeseeable circumstances. These are entirely at the discretion of the Principal.

All parents/carers must complete a leave of absence form 4 weeks in advance where possible.

Longsands Academy does not authorise any term time holidays and/or visits abroad. A letter will be sent to parents/carers after submitting a leave of absence form, detailing the academy's decision whether or not to grant exceptional leave. Fixed term penalties will be issued as required.

The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents’/carers’ belong. If necessary, the academy will seek advice from the parents’/carers’ religious body to confirm whether the day is set apart, **please be advised that students are only authorised for 1 days’ absence for religious observance as advised by the DfE.**
- Traveller students 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 student is attending educational provision.

Re-integration following long-term absence

Where a student has been absent for a prolonged period, due to illness, the academy will provide support for the student in consultation with parents/carers and any professionals involved to ensure a successful return to the academy.

Legal Sanctions

The local authority can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory academy age.

Penalty notices will be issued by the local authority for each student absent from the academy.

For Example: If 3 siblings are absent from the academy, this would result in each parent receiving 3 separate fines.

Penalty notices can be issued for the following reasons:

- **5 consecutive days of term time leave.** Penalty notice fines will be issued for term time leave of 5 or more consecutive days. Training (INSET) days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
- **10 sessions of unauthorised absence in a 10 week period.** Penalty notices will be considered when there have been 10 sessions of unauthorised absence in a 10 week period. ****Please note that there are 2 sessions within an Academy day. Therefore students who are persistently late after registration has closed will be considered for a penalty notice.***

First offence	The first time a penalty notice is issued for term time leave or irregular attendance, the amount will be £160 per parent, per child to be paid within 28 days issued to and to be paid to the local authority. The fine will be reduced by the local authority to £80 per parent, per child if paid within 21 days.
Second offence (within 3 years)	The second time a penalty notice is issued for term time leave or irregular attendance, the amount will be £160 per parent, per child to be paid within 28 days issued to and to be paid to the local authority.
Third offence and any further offences (within 3 years)	The third time a penalty notice is issued for term time leave or irregular attendance a penalty notice will not be issued. Instead, the case will be presented at the Magistrate’s court. A Magistrates fine can be up to £2500 per parent per child. Cases found to be guilty in Magistrates court can show on a future DBS certificate due to failure to safeguard a child’s education.

6. Attendance Monitoring

Attendance monitoring includes:

Daily Monitoring by the attendance team including:

- checking registers
- contacting any family that has not informed the academy of their child's absence and followed set procedures
- monitoring trends

Weekly Monitoring including whole academy attendance monitoring and analysis, identifying attendance patterns and trends.

BASI and regular pastoral meetings are used to monitor individual student attendance and identify students who need support and identify staff and targeted actions for those cases.

Individual student attendance is monitored to check on:

- Improvement in attendance.
- Patterns of non-attendance.
- Number of absences.
- Vulnerable students.
- Students with low attendance.

Termly Monitoring is lead by Longsands senior leaders to monitor data. This includes analysis of students and cohorts and identifying patterns in uses of attendance codes, days of poor attendance and from this data analysis devise specific interventions to address areas of poor attendance for individual cases / cohorts of students. The impact of academy wide attendance strategies is monitored termly. Analysis is then used to inform future strategies linked to the attendance action plan and Academy Improvement Plan.

Attendance data, patterns and trends are reported to Local Governance Committees and Transition Management boards half termly.

Strategies for managing persistent and severe absence from the Academy.

Longsands Academy is committed to ensuring all children and families understand and are aware of the importance of attendance whilst in role at the Academy.

Every minute in the academy counts and days missed in the academy have an impact on attainment for children. If your child is **persistently absent** this means their attendance is **below 90%**. If your child is **severely absent** this means their attendance is **below 50%**.

The academy has a tiered approach to challenging absence and promoting good attendance please see appendix 3 for details of the Academies approach.

How many days off will make your child persistently absent?	
Half Term 1	3 ½ days off school from September until October half-term holiday will make your child persistently absent.
Half Term 1-2	7 days off school from September until the Christmas holiday will make your child persistently absent.
Half Term 1-3	10 days of absence from September until February half-term will make your child persistently absent.
Half Term 1-4	12 ½ days of absence from September until the Easter holidays will make your child persistently absent.
Half Term 1-5	15 ½ days of absence from September until May half-term will make your child persistently absent.
Half Term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child persistently absent.

7. Strategies for Promoting Attendance

To promote excellent attendance and to recognise individual and collective high attendance or improvement, Longsands Academy uses a range of rewards and positive reinforcement strategies such as:

Perfect weeks
Perfect Half-Terms
Zero Heros
Focus Groups
Interventions
Tutor rewards

8. Children Missing in Education

The academy will always follow up with parents/carers when students are not at the academy. This means we need to have a least two up to date contact numbers for parents/carers/emergency contacts. Parents/carers should remember to update the academy as soon as possible if the numbers change.

The academy recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from Annex A: 'Keeping Children Safe in Education' 2023 and 'Children Missing Education' 2016 to promote their safety and wellbeing.

The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future.

The academy will inform the Local Authority of any student who fails to attend the academy regularly, or has been absent without the academy's permission for a continuous period of 10 academy days or more, at such intervals as are agreed between the academy and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State).

Please refer to Appendix 2 of this policy.

9. Students with Medical conditions or Special Educational needs and disabilities

Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have educational needs and disabilities. At Longsands Academy our ambition for good regular attendance applies to all students.

To support students with medical needs, the academy will:

- Ensure the student has a comprehensive health care (or similar) plan which addresses medical, educational, social, emotional, and mental health needs, where needed.
- Consider whether additional support from external agencies (including the Local Authority and health services) would be appropriate and work together with those services to deliver appropriate support.
- Work with Local Authorities, families, and students to develop support approaches and strategies for attendance for students with special educational needs and disabilities including access to provision outlined in the student's education, health, and care plan.

The academy will contact their Local Authority when it is clear that a student will be away from the academy for 15 days or more, whether consecutive or cumulative due to health needs, to establish additional support which may be required in order for students to continue their education.

Part Time Timetables

All students, regardless of their circumstances, are entitled to a full-time education.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package.

- A part-time timetable will not be treated as a long-term solution.
- A part-time timetable is not to be used to manage behaviour.
- There will be an identified senior leader who is responsible for monitoring the part-time timetable.
- Part-time timetables must be supported with formal written reviews that will take place at least fortnightly and will include the student, parents/carers and other professionals as appropriate to ensure that they are in place for the shortest time necessary.
- In agreeing to a part-time timetable, the academy has agreed to a student being absent from the academy for part of the week or day and therefore must record it as authorised absence using either an X (for non-statutory attendance) or C2 code (for statutory attendance).
- If a student has an EHCP, the local authority should form part of the discussion to ensure that a support package can be reviewed alongside the timetable.
- All part-time timetable paperwork must be signed by a parent/carer.

10. Roles and Responsibilities

Astrea Academy Trust and Governance

- Recognise and ensure that attendance is a priority across the trust for all staff and academies embedded with policy and ethos.
- Ensure that school leaders fulfil expectations and their statutory duties in line with guidance.
- Review trust wide attendance data, discuss and challenge trends and ensure that adequate provision and support is in place to support school leaders to improve efforts for individual students and cohorts.
- Ensure regular training on attendance is available for academy staff.
- Ensure that effective practice is shared across Academies to drive attendance improvement.
- Understand that absence is a symptom and improving attendance for students is underpinned through school improvement and focus on areas such as; raising attainment, behaviour, effective responses to bullying, SEND, wellbeing and safeguarding.
- Ensuring high aspirations are maintained for all students within the Academy community.
- Ensuring that attendance processes are delivered effectively and consistently.
- Evaluating the effectiveness of academy process and improvement to ensure that Academies are meeting the needs of its students and wider community.

The Principal

- The Principal is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data, reporting it to the Trust and the LGC.
- The Principal will oversee and direct the academy's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied.
- The Principal will develop and maintain a whole academy culture that promotes the benefit of good attendance and maintains this ambition for all students.
- The Principal supports staff in monitoring the attendance of individual students, cohorts, and vulnerable groups.
- The Principal will ensure that there is a dedicated senior leader in the academy with responsibility for championing and improving attendance holding them to account.
- The Principal will determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested.

The Strategic Attendance Lead

- Work with all attendance staff to ensure this policy is implemented consistently.
- Develop and maintain a whole academy culture that promotes the benefit of good

attendance.

- Ensure good attendance is promoted and rewarded.
- Form positive relationships with students and parents.
- Ensure admission and attendance registers are accurately completed.
- Proactively use data to identify cohorts with, or at risk of low attendance and develop strategies to support them.
- Monitor and evaluate progress towards attendance targets as part of the Academy Development Plan and target-setting process.
- Ensure that weekly attendance is tracked at BASI and Pastoral meetings and appropriate action is taken as a result.
- Ensure additional support and adjustments are made where required for students with additional needs.
- Make regular checks on absence notes and the reasons for absence.
- Arrange appropriate training for staff in liaison with the trust and local authority.
- Advise the Principal on any strategies that could be initiated or improved.
- Ensure that unaccounted-for absences are followed up appropriately.
- Work with staff, identified students and families at risk of poor attendance to understand and address reasons for absence, including any in academy barriers to attendance.
- Hold formal meetings with parents / carers where attendance is not improving.
- Will liaise (in collaboration with relevant staff) with the appropriate bodies (including the Local Authority's agencies) where necessary in order to improve attendance.

The Attendance Team

- Monitor attendance data at academy and individual student level on a daily basis.
- Form positive relationships with students and parents.
- Report concerns regarding attendance and safeguarding to the Designated Safeguarding Lead.
- Ensure good attendance is promoted and rewarded.
- Input / check daily attendance figures and follow robustly the daily procedures for following up attendance
- Ensure admission and attendance registers are accurately completed.
- Ensure that unaccounted-for absences are followed up appropriately.
- Work with staff, identified students and families at risk of poor attendance to understand and address reasons for absence, including any in academy barriers to attendance.
- Arrange calls and meetings with parents to discuss attendance concerns.
- Inform parents/ carers of students if attendance is a concern.
- Hold informal / formal meetings with parents/ carers where attendance is not improving.
- Monitor the attendance tracker on a weekly basis and input any actions taken.
- Contact parents over student absence patterns where appropriate.
- Liaise with the Attendance Team regarding training needs.
- Produce attendance data / statistics for the Attendance Lead and Principal.
- Signpost and support access to multi agency services where attendance is a concern.
- Work with Local Authority Inclusion team to tackle persistent absence.
- Work with students / parents on attendance plans, strategies, and interventions to improve attendance.
- Contribute to the evaluation of academy strategies and interventions.

Office / Admin Staff

- Take calls from parents / carers about absence and record it on Bromcom in a timely manner.
- Retrieve messages from the App and record on Bromcom in a timely manner.
- Inform attendance leads for reasons of student absence.
- Follow first day absence procedures as outlined in the policy.
- Report concerns regarding attendance to the Designated Safeguarding Lead.
- Form positive relationships with students and parents/ carers.

Teaching Staff

- Record attendance daily in Bromcom, using the correct codes, and submit this information immediately at the beginning of every lesson.
- Form positive relationships with students and parents/ carers.
- Hold regular conversations with students to promote attendance and identify any barriers to attendance.
- Raise any concerns regarding absence and or punctuality with the relevant Head of Year .
- Have initial conversations with parents/students regarding attendance concerns.
- Work with attendance / pastoral staff on interventions / adaptations for individual students to improve attendance.
- Report any concerns to the Safeguarding Team.

Parents / Carers

- Ensure their child attends every day the academy is open unless they are too ill to do so or have an authorised absence.
- To not arrange leave of absence during term time.
- To immediately inform the academy if their child is unable to attend including the reason for absence.
- Continue to liaise with the academy on each day of absence unless agreed otherwise by the academy.
- Wherever possible make medical appointments outside of academy hours.
- Ask the academy for support if their child is experiencing difficulties.
- Attend and meet with academy staff with regards to attendance.
- Inform the academy of any change in circumstance that may impact on their child's attendance.
- Ensure that all contact numbers held by the academy are up to date.
- Form a positive relationship with academy staff, recognising the importance of good attendance.

9 Associated Policies

This policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

This Policy should be read alongside the Academy's:

- Astrea Child Protection and Safeguarding Policy
- Astrea Inclusion Policy
- Astrea Exclusion Policy
- Academy Behaviour Policy
- Anti-Bullying Policy

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on academy attendance.

Code	Definition	Scenario
Present in the Academy		
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the Academy		
K	Off-site educational activity	Student is at a supervised off-site educational activity arranged for by the local authority
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the academy
D	Dual registered	Student is attending a session at another setting where they are also registered
P	Sporting activity	Student is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Student is on a work experience placement

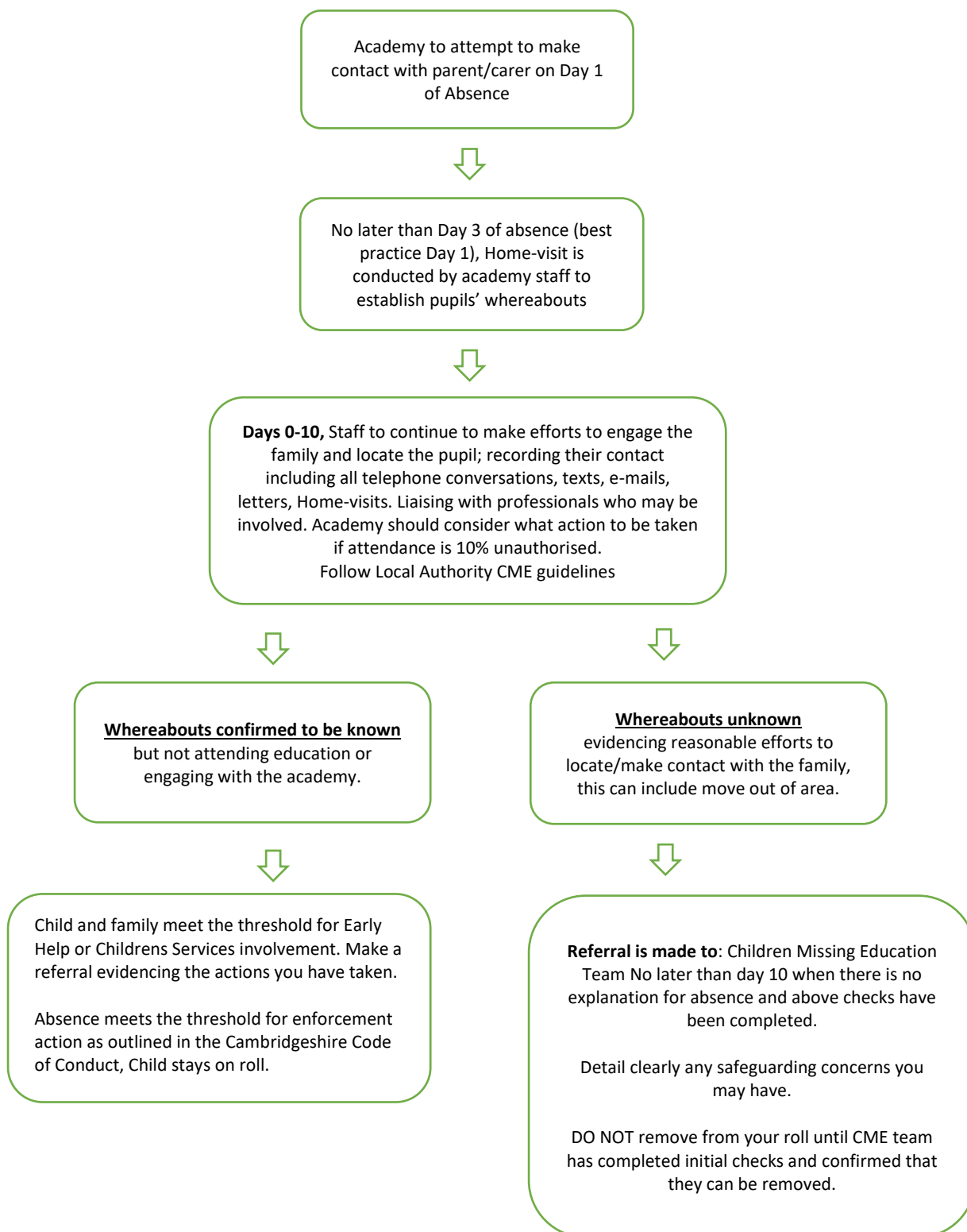
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence for the purpose of participating in a regulated performance OR undertaking regulated employment abroad.	Student has been granted a leave of absence where a license has been issued by the local authority for where a BOPA has been issued by the local authority for activities such as: theatre or television, such as acting in films and commercials, paid or professional sport and/or modelling.
C2	Authorised absence as part of a planned part-time timetable	Where a student is accessing a part time timetable sitting alongside the present mark in line with the planned timings of the day for that individual.
E	Excluded / Suspended	Student has been suspended/ excluded but no alternative provision has been made
I	Illness	Academy has been notified that a student will be absent due to illness (not medical or dental appointment)

J1	Attending an interview for another educational establishment or employment.	Attending a job interview or a meeting at another Academy / College for reasons such as in year transfer.
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Student from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the academy
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided within 5 school days)
O	Unauthorised absence	No reason for absence established or the academy is not satisfied that the reason is an authorised absence
U	Arrival after registration	Student arrived at academy after the register closed

Codes that do not affect Academy attendance		
Q	Unable to attend due to lack of access arrangements	Student is unable to attend as access arrangements are not in place such as; transport and aides for students with disabilities.
X	Not required to be in academy	Student of non-compulsory academy age is not required to attend
Y1	Unable to attend due to transport normally provided not being available	If a student is not within walking distance (3miles) and transport too / from the academy is not available as it normally would be.
Y2	Unable to attend due to widespread travel disruption	Caused by local, national or international emergency.
Y3	Unable to attend due to part of the Academy premises being closed.	If the Academy cannot safely accommodate all year groups.
Y4	Unable to attend due to the whole site being unexpectedly closed.	Adverse weather such as flooding or snow.

Y5	Unable to attend due to criminal justice detention.	If the student is unable to attend due to being in police detention, remanded in youth custody or has been detained.
Y6	Unable to attend in accordance with public health guidance or law	For instances where guidance is issued to stop the transmission or instances of infection or disease.
Y7	Unable to attend because of any other avoidable cause	Where an emergency has prevented the student (not the parent) from attending the Academy. Such as; completing community service.
Z	Student not on admission register	Register set up but student has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day

Appendix 2: Children Missing in Education Flowchart



Appendix 3: Staged Absence Approach

Intervention Level	Provision/Strategy
<p>Stage 1</p> <p><i>Attendance is 95% and above</i></p>	<ul style="list-style-type: none"> • Daily absence messages are sent by 10:00am • All teaching staff to complete accurate registers within the first 10 minutes of each lesson/tutor time • Daily telephone calls and weekly visits are made for students accessing Alternative Provisions • BASI (Behaviour, Attendance, SEND & Inclusion) weekly inclusion meetings • Attendance data shared with senior leaders and wider staff each week • Tutors complete Routine Attendance Check In (RAC) weekly • Tutors monitor and maintain punctuality reports for students with persistent lateness • Tutors communicate with parents/carers and raise early attendance and punctuality concerns. These concerns are communicated to the Attendance and Pastoral teams. • Rewards are in place to recognise regular attendance
<p>Stage 2</p> <p><i>Attendance is between 93% and 95%</i></p>	<ul style="list-style-type: none"> • Head of Year discusses student attendance with attendance manager and completes forms and agreed actions of support • Head of Year monitors student progress and ensures attendance and punctuality are a focus • Head of Year monitors students with medical needs which may impact on attendance • Head of Year completes Individual Alternative Education Plans and reviews where appropriate • Initial letter (Letter A) outlining attendance concerns to be sent where attendance falls below 95%
<p>Stage 3</p>	<ul style="list-style-type: none"> • Second letter (Letter B) outlining continued attendance concerns to

<p>Attendance is between 90% and 93%</p>	<p>be sent where attendance falls below 93%</p> <ul style="list-style-type: none"> • Head of Year completes short term attendance and punctuality support plans and ensures they are recorded and agreed • Fortnightly meetings with held with Heads of Year, the Pupil Premium Grant Lead and SENDCo • 10 day absence forms are completed – any student missing for 10 days or more are raised as Children Missing in Education (CME) after all CME checks are completed • Fixed Penalty Notices are applied for non-attendance and term time holiday
<p>Stage 4</p> <p>Attendance is 90% or below</p>	<ul style="list-style-type: none"> • Third letter outlining attendance concerns (Letter C) to be sent where attendance falls below 90%. • Education Inclusion Officer Support provided • Early Help Assessment to be offered • Cambridgeshire County Council apply for Fixed Penalty Notices • Investigation plans are completed with the academy attendance manager