



The Lowry Academy

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ATTENDANCE

&

PUNCTUALITY POLICY

2022 - 23

Attendance & Punctuality Policy 2022 - 2023

Approved / Accepted by	Revised Policy - The Lowry Academy (UL Academy School) The School Improvement Board		
Author	Whole School Attendance Lead – Cashel Chilvers		
Policy owner			
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This Review Date	04.10.22	Review Period	1 Year
Next Review Date	September 2024 or as directed by Governance		

The Lowry Academy is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students, and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality, including certificates, badges, vouchers and off-site trips. It is our intent to ensure maximum attendance for each student, as there is clear evidence of a link between poor attendance and low levels of achievement.

The Lowry Academy is committed to ensuring that parents/carers and students understand the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home- academy links and communication systems that can be utilised whenever there are concerns about attendance.

There will, inevitably, be occasional issues that impede full attendance, and these will be identified and addressed promptly. We will strive to work in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible.

The Governors, Principal and Staff in partnership with parents have a duty to promote full attendance at The Lowry Academy.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory Academy age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at an Academy or otherwise.

A child is of compulsory Academy age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory Academy age on the last Friday in June of the academy year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory Academy age and, where necessary, use legal enforcement.

The Education (Student Registration) (England) Regulations 2006, Amended 2016, require Academies to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether a student is:

- present;
- absent;
- present at approved educational activity, or
- unable to attend due to exceptional circumstances.

Safeguarding

A child not attending school is considered a **safeguarding** matter. Therefore, information about the cause of any absence is always required.

Responsibilities

The Lowry Academy believes that improved Academy attendance can only be achieved if it is viewed as a shared responsibility of the Trust staff, governors, parents/carers, students, and the wider Trust community.

All staff will:

- Expect students to attend the academy regularly, on time, properly equipped and ready to learn.
- Maintain an effective system of incentives and rewards which acknowledges the efforts of students to maintain or improve their attendance and timekeeping.
- Encourage good attendance and will communicate with parents/carers as soon as possible if there is a problem with attendance or punctuality.
- Promptly investigate all absenteeism and lateness.
- Work in partnership with parents/carers and students to resolve issues which affect attendance or punctuality as quickly as possible.
- Include students' attendance in reports to parents/carers on achievement, at least annually.
- Will enforce the requirement to attend school punctually and reserve the right not to authorise absence for persistent offenders or where there is no reasonable explanation.
- Will involve appropriate outside agencies in order to support vulnerable students and their families.

Students will:

- Attend the school regularly and on time.
- Attend all lessons punctually.

Parents/Carers will:

- Ensure their child regularly and punctually attends school, fulfilling their legal responsibility.
- Telephone the Absence Line on 0161 529 5200 and select Option 1 before 8:30am on the first day and every subsequent day of absence, informing the school of the reasons for absence and stating an expected day of return.
- Discuss with the Whole School Attendance Lead any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each academic year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request leave of absence if it is an exceptional circumstance.
- Instil the value of education and regular Academy attendance within the home environment.
- Ask the Academy for help if your child is experiencing difficulties to solve any attendance issues as and when they occur; this may include engaging with relevant multi-agency staff.

Registration Procedures

The Education (Pupil Registration) (England) Regulations 2006 determine the admissions and attendance registers that all schools must keep. They also regulate the power schools have to grant leave of absence.

By law, schools are required to record in the attendance register, once at the beginning of the morning session and once in the afternoon, whether the student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances.

At The Lowry Academy Arbor is used (School Information Management System), enabling the management of student and staff information across all areas of school life including registration, timetabling, progress tracking and assessment, and whole School communication.

Students are required to register at the start of the morning registration session and again at the beginning of each of the five daily lessons.

AM registration takes place during tutor time and opens at 8.30 am and closes at 10.05 am.

PM registration takes place during Period 4 at 12:25 pm

The Lowry Academy expects its teaching staff to take an Arbor register every lesson, within the first ten minutes of each lesson starting. If this is not possible due to computer failure, then paper registers are taken and sent to the Attendance Team, who manually adds them to the system.

Only the Attendance Team will alter the attendance register; there are only three occasions when the attendance register can be altered:

- If it is discovered that an error has been made.
- Where an unexplained absence has since been satisfactorily explained.

Registration Codes

Absence can only be authorised by the Academy and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Absences will be categorised as follows. This is in line with the Department for Education guidance:

Code	Description	Pupil counted as if present in school for that session?
/	Present	Yes
L	Late (before registers closed)	Yes
U	Late (after AM register closes)	No
B	Educated off-site	Yes
D	Dual Registration	Yes
C	Other Authorised Circumstances	No
E	Excluded	No
F	Extended family holiday (agreed)	No
G	Family Holiday (NOT agreed)	No
H	Family Holiday	No
I	Illness	No
M	Medical/Dental Appointment	No
N	No reason yet provided for absence	No
O	Unauthorised absence	No

J	Interview	Yes
P	Approved Sporting Activity	Yes
V	Educational Visit or Trip	Yes
W	Work Experience	Yes
R	Religious Observance	No
S	Study Leave	No
T	Traveller Absence	No
X	Non-Compulsory School Age absence	No
Y	Enforced Closure	Yes
Z	Pupil not yet on roll	No
#	School closed to students	No

Using Attendance Data

Students' attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern. Every week, the Whole School Attendance Lead will provide all Heads of Years and Form Teachers with attendance data for each student within their Form Group. Every student will be colour coded according to their current Year to Date attendance using the above attendance bands.

The Senior Leadership Team and Head of Years will receive a complete set of data daily, weekly and half termly. This student level data will be used to trigger academy action as set out in the escalation of intervention. Attendance data will also be used to identify emerging patterns and trends to inform whole Academy strategies to improve attendance and attainment.

The Lowry Academy will share attendance data with the Department for Education and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 2018.

Absence Reporting

First Day Absence

Parent/carers should telephone the Absence Line on 0161 529 5200 and select Option 1 before 8:30am on the first day and every subsequent day of absence, informing the school of the reasons for absence and stating an expected day of return. The Attendance Team will input information onto the student's attendance record in Arbor when such information is received. (Please note, medical evidence will need to be provided for students whose attendance is below 96%.) Types of medical evidence which will be accepted are:

- GP Appointments (stating the child's name, date and time of appointment)
- Prescribed Medication (clearly showing the child's name, DOB and date medication prescribed)
- Prescriptions
- A&E Discharge Notes

We recommend all medical evidence to be emailed to the attendance team directly on attendance@lowryacademy.org.uk.

Punctuality to school

Students who arrive late miss Form Time, Assembly, and the beginning of their first lesson. This means that they miss important information and often disrupt the teaching and learning of others. We would be grateful for the absolute support of all parents/carers in ensuring that their child leaves home early enough each morning to get to school on time and in encouraging them to be punctual. As I am sure you are aware punctuality is extremely important and lateness to the Academy should be an exception, not a normal pattern of behaviour.

Your child is classed as late if they arrive after 8:30am. We advise your child is on school site at least five minutes before the bell. **Please note that L codes refer to a late arrival and U codes represent an unauthorised late arrival, where your child has arrived after the registers have closed (U Codes). Unauthorised late arrivals may result in a Fixed Penalty Notice being issued.**

Students who fail to arrive to school on time will receive the following consequences:

- **One occasion** will be issued with a 60-minute late detention the same day.
- **Two occasions plus** will spend a full day in the reflection room with a 30-minute detention on the same day.
- **Any student arriving in after 9am**, will spend the full day in reflection with a 30-minute detention after school.

Please note, if you feel your child is late due to exceptional circumstances then please contact the attendance team on 0161 529 5200 to discuss this further.

Pupils who refuse to complete their detention will be placed in the Reflection Room the following day and then must complete their outstanding detention following this.

If your child is going to arrive to school later than the start time due to an urgent medical appointment (that couldn't be arranged out of school hours) then you must communicate this in advance with the attendance team, ensuring you provide the evidence of the appointment. This will avoid your child receiving a late detention.

Please note students who persistently arrive late to school can result in legal sanctions.

Examples of absences which will be unauthorised:

- Full days absence for routine medical appointments where attendance either before or after the appointment could have been achieved
- Shopping, including shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Didn't realise that school had reopened following a half term (please check term dates on school website)
- No reason given following contact from the Academy
- illness where the child is considered well enough to attend the Academy
- leave of absence taken without the authorisation of the Academy

- failure to provide medical evidence when requested
- Birthdays
- looking after siblings

The Whole School Attendance Lead will run an attendance report around 9.10am to identify any absences where parents/carers have not contacted school. An absence alert will be sent to all parent/carers stating their child is absent from school and for them to contact school urgently to update us. Contact will be made to these parents/carers by the Pastoral Team from 9.20 am onwards.

If contact has not been made by the third day of absence and a note has not been received, The Lowry Academy will request that the Attendance Team makes a home visit that day. Please note home visits can be conducted any time even if parents/carers have made contact. Where the Academy has tried to contact parent/carers either by telephone, text, letters, home visits and this exceeds 5 consecutive school days where the child has been absent from school a Police welfare check will be requested.

Attendance Bands

Category	%	What does this mean?
Outstanding	100%	Excellent Attendance. Your child will be rewarded using the rewards system. Well done!
Good	96- 99.9%	Good attendance.
Requires Improvement	92 – 95.9%	Cause for concern. Your child's Tutor and Pastoral Manager will monitor your child's attendance. They will speak to your child to offer support to identify issues affecting attendance. An individual target will be set.
Inadequate	90 – 91.9%	Concerned. You will be invited to a meeting with the Pastoral Team to discuss the issues preventing your child attending school regularly and to offer strategies to support improved attendance. You could receive a Fixed Penalty Notice or be prosecuted if your child's attendance does not improve. The Attendance Officer will monitor your child's attendance.
Persistent Absentee	Below 90%	Major concern. Your child is now persistently absent from school. The Pastoral Team will be in regular contact with you and your child. You will be issued a Fixed Penalty Notice or may be prosecuted if your child's attendance does not improve significantly. The Attendance Officer will monitor your child's attendance.

Support Systems

We recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in the Academy. Parents should make the Academy aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in the Academy, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the Academy identify any additional support that may be required.

The Lowry Academy also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and/or looked after children.

The Academy will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents/carers and students including the offer of an EHA (Early Help Assessment)
- Targeted intervention each half term for a selected cohort of students
- Referrals to support agencies
- Mentors
- Student Voice activities
- Friendship groups
- Family learning
- Reward systems
- Time limited, part-time, timetables (*Only to be used in exceptional circumstances, agreed by the Principal*)
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child-centred and planned in discussion and agreement with both parents/carers and students.

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, The Lowry Academy will consider the use of legal sanctions.

Legal Sanctions

Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The Academy will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at the Academy and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that, if a parent fails to ensure the regular Academy attendance of their child and if he/she is a registered student at an Academy and is of compulsory Academy age, they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2,500 and/or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Penalty Notices or an Education Supervision Order.

Penalty Notices (Anti Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A student requests a leave of absence from the Academy in term time and the absence has not been authorised by the Academy.
- A student has accumulated at least ten sessions (5 days) of unauthorised absence.

A Penalty notice requires payment of £120 within 28 days of issue. This is reduced to £60 if paid within the first 21 days of issue. Also, where there are two parents/carers who both have responsibility of their child(ren), you will receive a Penalty Notice fine each, per child.

When a penalty notice expires and remains unpaid, the Local Authority must prosecute for the absences which the penalty notice was issued, under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Salford City Council's Penalty Notice Protocol.

Education Welfare Service

The Education Welfare Service provide help, advice and support to those children, young people and their families who are experiencing education related difficulties especially around regular attendance at school.

Where students' attendance is a serious cause for concern, schools will refer students to the Education Welfare Service for either an Attendance Panel Meeting or Fast Track to Prosecution depending on the student's level of school attendance. However persistent failure in ensuring your child attends school regularly can lead to prosecution.

Possible outcomes at the court stage;

- Absolute Discharge
- Conditional discharge
- Fine – not exceeding £2,500
- A Parenting Order
- A Community Order
- Custody – not exceeding three months

Escalation of Attendance Interventions

Pupils with attendance between 96 – 100%

- Students will be rewarded within the Academy's reward system.

Strategies for Tackling Unsatisfactory Attendance

- First day calling procedure and text messaging
- Standardised and escalating series of the academies warning letters
- Escalation of intervention
The Whole School Attendance Lead will initiate/escalate intervention procedures.

Stage	Action	Person Involved
Stage 1	Letter advising their child's attendance has fallen below 96% and school is monitoring their attendance.	Whole School Attendance Lead
Stage 2	Letter explaining there has been no improvement since the stage 1 letter and inviting parent/carer in for a meeting with the Attendance Lead and Head of Year (if necessary).	Whole School Attendance Lead Head of Year <i>(If necessary)</i>
Stage 3	Parent/carer will be invited in for an Attendance Panel Meeting with various professionals, depending on each students case (multi agency approach).	Whole School Attendance Lead Deputy Designated Safeguarding Lead Head of Year Early Help Coordinator (If necessary) School Nurse (If necessary) Assistant Principal (if necessary) Governor (if necessary) Representatives from other relevant agencies if appropriate
Stage 4	Further concerns with the student's attendance will result in a referral to the Education Welfare Service being completed to implement legal sanctions. <ul style="list-style-type: none"> • Attendance Panel Meeting • Fast Track to Prosecution 	Whole School Attendance Lead Education Welfare Officer Representatives from other relevant agencies if appropriate
PLEASE NOTE A PENALTY NOTICE CAN BE ACTIONED AT ANY STAGE AND THE EDUCATION WELFARE OFFICER CAN BECOME INVOLVED AT ANY STAGE		

- Home Visits
- Tailored pastoral support and Individual Action Plans
- Early Help Assessment offered by Safeguarding Team
- Referral to Education Welfare Service (*Attendance Panel Meetings, Fast Track to Prosecution and EBSA Pathway*).
- Referral to support agencies
- Case working of identified pupils/families
- Internal Attendance Panel meetings
- Referral to School Nurse where medical issues are a concern
- Parenting contracts with agreed targets
- Issuing of Penalty Notices and referral to Local Authority for consideration of implementing legal proceedings.

Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, **Amended 2016**, students will only be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory Academy age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between Academies
- Student withdrawn to be educated outside the Academy system (Elective Home Education)
- Failure to return from an extended holiday after both the Academy and the Local Authority have tried to locate the student
- A medical condition prevents their attendance and return to the Academy before ending compulsory Academy age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the Local Authority and the Academy have tried to locate the student
- Left the Academy but not known where he/she has gone after both the Academy and the Local Authority have tried to locate the student

The Lowry Academy will follow Salford City Council's Children Missing Education protocol when a student's whereabouts is unknown.

Pastoral Team

We have a proactive pastoral team at The Lowry Academy. They will support you and your child to ensure good attendance at the Academy. We want your child to achieve their full potential, and they can do this if they are in lessons. If your child is experiencing any difficulties attending school, then please do not hesitate to contact a member of the pastoral team for support.

Attendance Team

Mr Chilvers
Assistant Vice Principal/
Senior Attendance
Champion



Whole School
Attendance Lead



Miss McKiernan
Attendance Officer

Ms Gammack
Attendance
Administrator

Safeguarding Team

Mr Fletcher
Vice Principal / Designated
Safeguarding Lead



Miss Williams
Designated Safeguarding
Lead



Mrs Ruscoe
Deputy Designated
Safeguarding
Lead/Early Help

Ms Harvey
Deputy Designated
Safeguarding Lead

Heads of Year

Head of Year 7 Head of Year 8



KS3
Pastoral Support
Manager

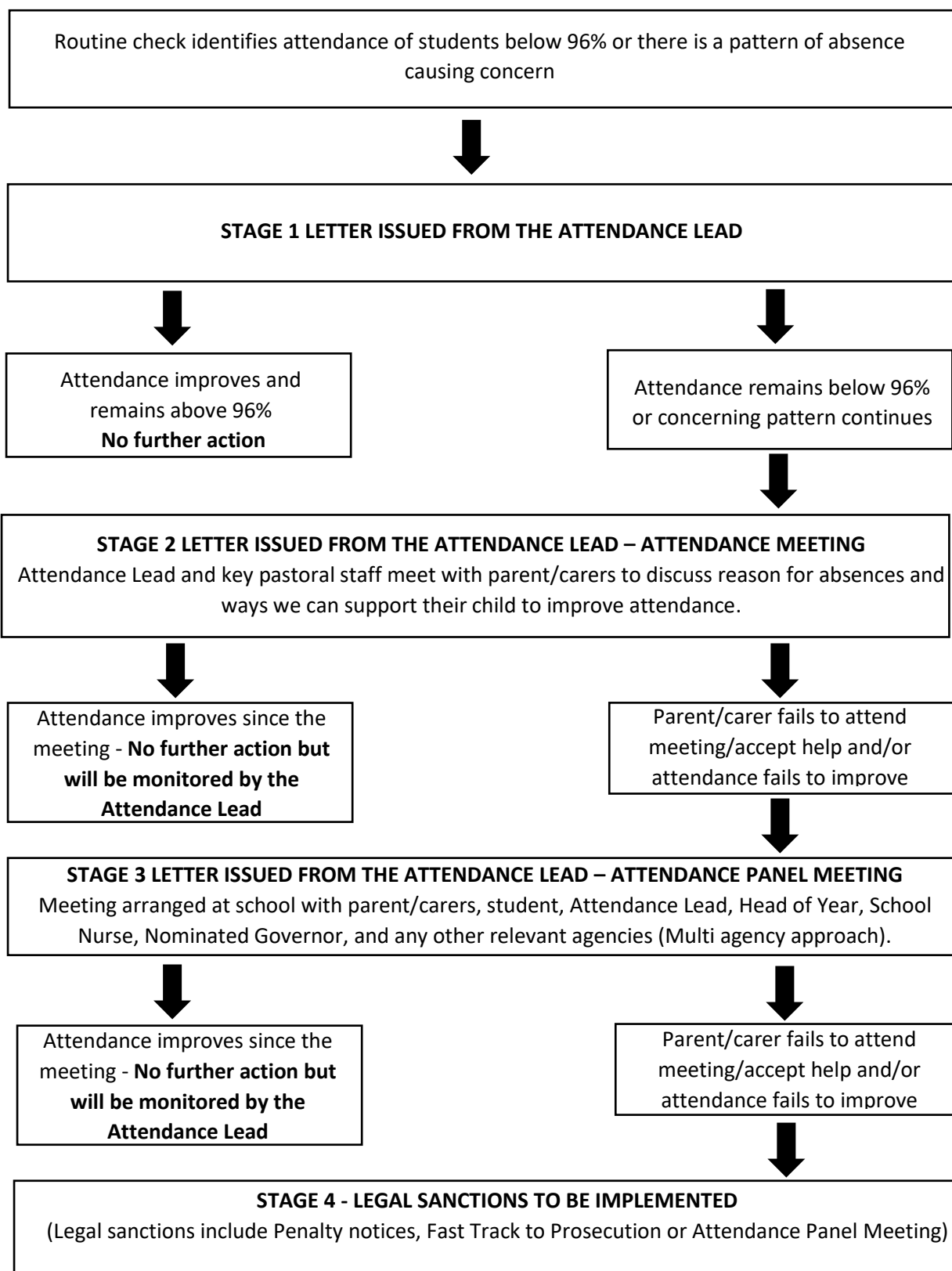
Head of Year 9 Head of Year 10 Head of Year 11



KS4
Pastoral Support
Manager

Form Tutors

Attendance Procedure: A Guide for Parents (September 2022)



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