



Sir Geoffrey Leigh Academy

Attendance and Punctuality Policy

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- 1. Attendance and absence codes**

The importance of excellent attendance

The Academy has a statutory responsibility to ensure the safety and well-being of every student on roll. This includes recording daily attendance during both morning and afternoon registration and monitoring students' physical and emotional well-being throughout the school day.

Every child has the right to access education every day of the academic year. Regular attendance empowers students to believe in themselves, achieve their potential, and succeed across all aspects of academy life. Strong attendance and punctuality are directly linked to positive academic and life outcomes.

Parents and carers have a legal duty to ensure their children attend school regularly and arrive on time. Allowing a child to be absent without a valid reason is an offence under the law and may result in legal action, including prosecution.

1. Roles and Responsibilities

1.1 The Academy will:

- Ensure that all staff are aware of the Roll Call/Registration procedures and receive appropriate professional development with regard to these.
- Complete Roll Call accurately at the beginning of each morning and afternoon session, including registration during every lesson of the day.
- Emphasis to parents/carers the importance of contacting the academy on the first day of absence and provide effective mechanisms for them to contact the academy.
- Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes.
- Promote race, disability and gender equality within all practices and procedures related to attendance and punctuality.
- Through consultation days and reporting systems, ensure that parents, carers and students are made aware of the attendance pattern and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance.
- Work towards ensuring that all students feel supported and valued.
- Support students who have difficulty accessing education through the work of the academy support, Trust Attendance and Welfare Officer and Local authority, Early Help, Attendance service.
- Actively promote and encourage 100% attendance.
- Carry out home visits to strengthen relationships with parents/ carers for the best interest of the child and to ascertain the safety and well-being of the child where absences from school are not known

1.2 Parents/Carers will:

- Actively promote and encourage 100% attendance.
- Parents/Carers and students should be aware of the academy times to ensure punctuality. These can be found on the academy website.
- Contact the school whenever the student is absent on the first day and on each day after they are absence.
- Provide proof of medical appointments and medical treatment if required to do so by the academy.
- Avoid removing their child during the academy day.
- Attend attendance meetings with members of staff from the Academy when requested in order to put in place strategies to improve attendance.
- Work in partnership with the school on home visits to strengthen relationships for the best interest of their child

1.3 Students will:

- Attend the Academy every day, punctually (by 8.20am) and in full school uniform worn correctly
- Arrive to lessons on time and with the appropriate equipment

- Attend attendance meetings with members of staff from the Academy when requested in order to put in place strategies to improve attendance.
- Sign out with reception if they need to attend an appointment (where possible providing evidence of the appointment)

2. Attendance Procedures

2.1 The Academy Day and Roll Call

	Monday	Tuesday	Wednesday	Thursday	Friday
8.20am - 8.30am	Line-up	Line-up	Line-up	Line-up	Line-up
8.30am-9.00am	Tutor	Tutor	Tutor	Tutor	Tutor
9.00am-10.00am	Period 1	Period 1	Period 1	Period 1	Period 1
10.00am-11.30am (70 minute lesson & breaks)	Break 1 10.00am-10.20am	Break 1 10.00am-10.20am	Break 1 10.00am-10.20am	Break 1 10.00am-10.20am	Break 1 10.00am-10.20am
	Break 2 11.10am-11.30am	Break 2 11.10am-11.30am	Break 2 11.10am-11.30am	Break 2 11.10am-11.30am	Break 2 11.10am-11.30am
	Period 2	Period 2	Period 2	Period 2	Period 2
11.30am-12.30pm	Period 3	Period 3	Period 3	Period 3	Period 3
12.30pm-2.00pm (60 minute lesson & lunches)	Lunch 1 12.30pm-1pm	Lunch 1 12.30pm-1pm	Lunch 1 12.30pm-1pm	Lunch 1 12.30pm-1pm	Lunch 1 12.30pm-1pm
	Lunch 2 1.30pm-2.00pm	Lunch 2 1.30pm-2.00pm	Lunch 2 1.30pm-2.00pm	Lunch 2 1.30pm-2.00pm	Lunch 2 1.30pm-2.00pm
	Period 4	Period 4	Period 4	Period 4	Period 4
2.00pm-3.15pm	Period 5	Period 5	Students leave at 2.00pm	Period 5	Period 5
3.15pm-4.15pm	Co-curricular	Co-curricular		Co-curricular	Co-curricular

The statutory recording of attendance and absence at the start of each session (am/pm) is known as Roll Call. This is undertaken within the first 60 minutes of the morning (8.30am – 9.30am) and afternoon sessions. Wherever possible this Roll Call is taken ‘electronically’ by register calling.

- The recording of attendance and absence to all other lessons will be known as Registration.
- Designated staff will be reminded of their legal duty to complete and submit Roll Call within ten minutes of a lesson starting and using the correct registration codes (Appendix 1).
- Registers for Roll Call will officially close 60 minutes after the start of the am and pm session. Students who arrive anytime between 8.30am and 9.00am will be marked as late. Students who arrive late after 9.30am will be marked as an unauthorised absence, ‘U’, for the morning session.
- The afternoon session for registration is undertaken between 11.30pm – 12.30pm. Students who arrive late after 12.30pm will be marked as an unauthorised absence, ‘U’, for the afternoon session.

2.2 Informing the Academy of Absence

If a child is absent Parents/Carers must:

- Contact the Attendance line phone prior to 8.20am on the first day of absence, advising of the reason

and likely length of absence. Parents or carers should continue to inform the Academy on each subsequent day of absence. You can report your child's absence by emailing or phoning the relevant college:

Email

Seacole: seacolecollege@sgla.latrust.org.uk

Shakespeare: shakespearecollege@sgla.latrust.org.uk

Mandela: mandelacollege@sgla.latrust.org.uk

Curie: curiecollege@sgla.latrust.org.uk

Phone - 01322 620400

- Where there is medical evidence supporting your child's absence, contact your child's college team email address to provide any necessary documentation. This needs to be completed as soon as the documentation is available. Wherever possible, all medical appointments should be taken outside of school time. Medical documentation can be an attached photo, screenshot or photocopy of:
 - letter from medical professional
 - appointment card with name date and time
 - copy of prescription note
 - copy of prescribed medication sticker on side of medicine packaging
- Request a discussion/meeting with the Attendance Officer to discuss extended absence due to illness or if there are any other concerns affecting school attendance.

If the academy is not informed of an absence, it will take the following action

Day	Academy Action if absence not reported
1	Absence without reason, an attendance text and or call home is made by the Attendance and or Pastoral Team
2	If no response to day 1 text or call, 2 nd call made by Attendance and or Pastoral Team. The Academy will attempt to call ALL contacts if unable to contact the main parent/ carer. If the family is supported by partner agencies e.g Early Help of social care, they will be contacted. The academy may attempt a home visit.
3	If no response to day 1 and 2 calls or texts. A home visit will be arranged and a warning letter notifying the parent/ carer of 10 unauthorised sessions is sent.
4	If no response, a meeting with the Attendance Team is scheduled and consideration for an Attendance Improvement Plan will be discussed and or implemented.
5	If there is no response, a referral to the Attendance Enforcement Team at KCC who decides the prosecution and a Penalty Notice can be issued if a student reaches a total of 10 sessions of unauthorised absence. This may also result in a referral to the Academy's safeguarding team.

2.3 Unauthorised Absence

From February 2004, new measures were introduced in the Anti-Social Behaviour Act 2003 have made it possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of a Penalty Notice. These Penalty Notices require the recipient to pay a fine of £160, or £80 if paid within 28 days. Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

The Local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.

In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

Absence will be deemed unauthorised where:

- Parents or carers do not provide medical evidence to support absence due to ill health when requested by the Academy
- Parents or carers remove pupils from school for holidays or trips during term time
- Pupils arrive at the Academy after the registration period has closed
- Parents or carers keep children from the Academy unnecessarily
- Parents or carers do not communicate the reason for absence to the Academy
- A pupil truants and are absent without the parents' or carers' knowledge

Holidays in Term Time will never be authorised. The Academy is closed for 14 weeks a year when parents can take holidays and travel abroad. Where there is an exceptional circumstance resulting in a student being absent during term time, a request can be made to the Principal in writing or via email who will then consider the application and respond in writing. The Principal's decision is final.

A student who has 10 unauthorised sessions may be liable for a fixed penalty notice by the attendance enforcement team.

2.4 Education for Health Needs Including Mental Health

The Academy will operate according to its statutory duties under section 19 of the Education Act 1996 and DFE: Education for children with health needs who cannot attend school ([DFE: Education for children with health needs who cannot attend](#)). The Academy will refer to the Local Authority regarding alternative provision where a student cannot attend school full-time for 15 days or more, consecutive or otherwise, due to a physical or mental health need and cannot access full-time education.

Under the Education ([Pupil Registration](#)) ([England](#)) [Regulations 2006](#), a school may only remove the name of a pupil who is unable to attend school because of additional health needs from its roll in specific circumstances, which include where:

- The pupil has been certified by a medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
- Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age

If you are worried about your child's mental health and or health needs, you can contact the academy's pastoral team to discuss support available.

Shakespeare College	Julie Austin shakespearecollege@sgla.latrust.org.uk
Seacole College	Sheena Turner seacolecollege@sgla.latrust.org.uk
Mandela College	Louise Taylor mandelacollege@sgla.latrust.org.uk
Curie College	Claire Reed curiecollege@sgla.latrust.org.uk

2.5 Punctuality

Poor punctuality is not acceptable. When a pupil starts the day late, this has a negative impact on their learning, the learning of others and encourages a culture of poor punctuality across the academy. Where pupils are late to the Academy with no valid reason the following punctuality protocols will be followed:

- The Academy day starts at 8:20am and we expect pupils to be through the gate and on their way to their morning registration line up by 8:20am.
- Any pupil who arrives after 8:30am will access the site via reception. They will be met by a member of the Attendance Team who will take their name and will issue them with a late mark ('L') and a 30-minute same day detention will be issued.
- Tutor registers open at 8:30am and close at 9:30am. Once the register is closed, any lateness after 9:30am will be unauthorised and recorded as a 'U' for the morning session. Numerous unauthorised lateness will be referred to the Local Authority which could result in a penalty notice.
- Poor punctuality resulting in unauthorised absences ('U') e.g after 9am is classed as irregular Academy attendance and is dealt with accordingly. This may mean that parents or carers could face the possibility of legal action.
- If you know your child is going to be late for a specific reason, please call the relevant college line (01322 620400) before 8:20am, following the same procedures for absence.
- If a student is returning to the Academy following an absence during the day they will need to arrive for registration between 11.30pm and 12.00pm, or they would be marked as absent for the afternoon session.

2.6 Leaving Site During the Day

Pupils are not to leave site during the school day, except in exceptional circumstances:

- In the case of a medical need, in the first instance the pupil should seek medical attention from our on-site first aider. This is done by informing a member of staff that they require medical attention, which will be followed up via the On Call/First Aid systems. With permission, a pupil may take time out of a lesson (in a designated area) to see if their condition improves. The first aider may feel that it is not appropriate for the child to be in the Academy due to poor health and will refer the pupil to the College team..
- The College team will contact parents or carers to gain permission to send the pupil home. If a student is going home due to being unwell they will need to be collected by an adult.
- Pupils must not contact parents during the Academy day and request collection or permission to leave.
- Prior to leaving the Academy site, all pupils must report to reception and be officially signed out. If Parents/Carers are unable to collect their child and they are of secondary school age, and have given

verbal permission for the pupil to leave the Academy, they will confirm that the pupil has permission to leave the site.

- Post 16 pupils who wish to leave the site during the Academy day must adhere to the signing out procedures determined by the Assistant Principal for Sixth form.

3. Monitoring and Evaluation

Monitoring of attendance is systematic and rigorous to ensure there is a strategic approach to improving a pupil's attendance where it is below expectations and impacting on their progress:

- Academy attendance data will be published for consideration at every Academy board meeting. It may also be submitted to the Trust Academies Standards Committee as required.
- Attendance Data will be produced regularly and distributed to the Senior Leadership Team and College Teams to enable interventions to occur.
- A Senior Leader has overall responsibility for the publication and monitoring of the attendance data for the whole Academy.
- Attendance data will be collected via the DfE Census three times per academic year.

100%	99%	98%	90%	84%	80%	74%
190 School days a year 0 days off school in a year	186 days of education 4 days off in a school year	182 days of education 8 days off in a school year	171 days of education 19 days off in a school year Research suggests that your child would now be failing 1-2 grades below their potential	160 days of education 30 days off in a school year Your child would have missed 6 weeks of Education	152 days of education 38 days off in a school year Research suggests that your child would now be failing 2-3 grades below their potential	140 days of education 50 days off in a school year Your child would have missed 10 weeks of education
Amazing! Your attendance is on track			<u>Concerning.</u> You are now classed as 'Persistent Absentee'		<u>Serious concern.</u> The local authority will be moving towards court action	

4. Strategies for Improving Attendance and Punctuality

- The school's attendance lead is Ms Cardnell (Vice Principal) who will work alongside our Attendance Officer (Andrew Wilson) to monitor attendance across the school.
- The Attendance Officer and SSM's will meet regularly to monitor attendance trends and patterns and will address any issues with students, parents/ carers and other stakeholders.
- Attendance, punctuality and its impact on learning and progress will be a key area for discussion with College teams and parents / carers throughout the academic year.
- A range of positive strategies will be used to reward individual students for outstanding and/ or improved attendance.
- Regular meetings will be held between the Attendance Officer, Trust Attendance Officer and the School Liaison Officer at Kent County Council.
- Student attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer/Attendance Service, Children's Social Services, Police, relevant LEA's, Ofsted and the DfE.
- We understand the importance of working with all stakeholders to improve attendance within the academy and we follow the guidance from the DfE 'Working together to improve school attendance'.

5. Absence of leave during term time

The Academy may not grant any leave of absence during term time unless there are very exceptional circumstances, you may be asked to provide supporting documentation.

Applications for Leave of Absence must be made in writing to the Principal of the academy. The Principal of the Academy will make the final decision of acceptance or refusal. The Academy will take into account the pupil's previous record of attendance. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'.

If absence is not authorised and a leave of absence of at least 10 sessions (5 days) is taken, a referral will be made to the local authority attendance service which may issue a Penalty Notice.

In the first instance if a Fixed Penalty Notice is considered, they are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a flat rate of £160 per parent per child if paid within 28 days.

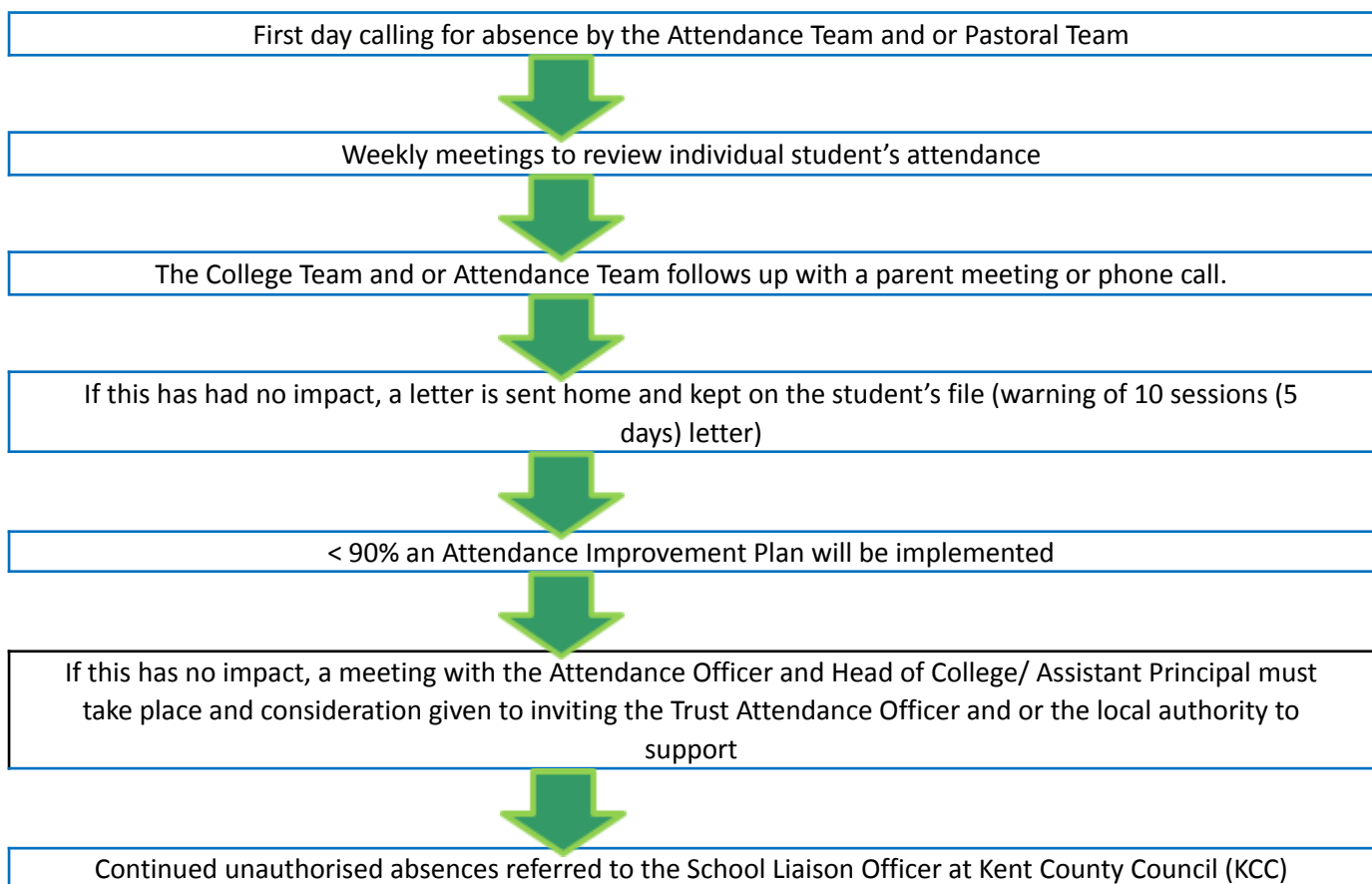
In both instances failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

6. Persistent Absence Referrals

A pupil is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The Academy will consider pupils below 95% at risk. Pupils who fall into either of these categories will be monitored by the Academy attendance team and the College Team..

Analysis of attendance by micro population will identify strengths and areas for intervention to further improve attendance. A referral may be made to the local authority attendance service should attendance remain poor after Academy and Trust interventions.



7. Penalty Notices

In line with Kent County Council Code of Practice 1 September 2014, the Academy follows set procedures for issuing penalty notices. Kent Attendance Service takes responsibility for issuing penalty notices and taking other legal actions following referral by the Academy. Circumstances where a Penalty Notice may be issued:

7.1 Unauthorised absence:

A Penalty Notice can only be issued in cases of persistent unauthorised absence.

Parents/Carers and pupils are supported by the Academy and local authority to overcome barriers to regular attendance. Sanctions are deployed where parental cooperation in this process is either absent or deemed insufficient to resolve the presenting problem.

A penalty notice can only be issued as a means of enforcing attendance where there is a reasonable expectation that its use will secure improvement.

A penalty notice can only be issued where a pupil has been absent or late (after registration has been closed 'U') for a period/periods of time and the absence or lateness has not been authorised by the Academy.

After the Academy has taken steps to resolve attendance concerns / warned the parent/carer of possible

7.2 Exclusion:

A penalty notice can only be issued where an excluded child is found in a public place during school hours of days 1-5 of any fixed term or permanent exclusion.

Where penalty notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 28 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period may result in prosecution by the local authority.

8. Removing a Pupil from the Academy Roll

8.1 Continued Serious Absence

As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken, we will remove the student from academy roll due to continued serious absence.

Where a pupil has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Where a pupil has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

8.2 School Transfer

If parents/carers decide to transfer their child to another school or Academy, they should advise the Attendance Manager and the relevant head of school, as a matter of priority, providing all necessary details, including any new address (if relevant) and the school or Academy the child is transferring to.

When in the process of a school or Academy transfer the child must continue to attend the Academy until a start date has been agreed with the new school or Academy. If the Academy does not receive this information and a child stops attending, he or she becomes a 'Child Missing Education' (CME). Any child in this category is reported to the Child Missing Education Officer at the Local Authority, who will follow up the matter under safeguarding legislation.

8.3 Elective Home Education (EHE)

If parents or carers take the decision to educate a child at home, they must inform the Academy of this in writing, this letter or email should be addressed to the Principal and include the date of decision to home educate and a brief explanation of the reasons for EHE. Once this letter is received, the Academy will remove the pupil from the Academy roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers. If an EHE request letter or email is not received, the pupil remains on the Academy roll and action may be undertaken following irregular or non-Academy attendance procedures and could lead to prosecution or an instant fine under Section 444 of the Education Act 1996.

8.4 Admissions

The Academy will only enter pupils on the admission register where we have received written confirmation that the person with control of the pupil's attendance has accepted the school place.

Where the local authority has offered a place at the school but no written confirmation of acceptance has been received from the person with control of the pupil's attendance, we will write to the local authority requesting evidence in writing and will not enter the pupil onto the admission register until this has been received. If written confirmation is not received within 10 school days, the offer of a place will be withdrawn and offered to another pupil in accordance with our [Admission Arrangements 2025 - 2026](#).

The Academy will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

Where a pupil does not attend on the agreed date, we will send a letter to the person with control of the pupil's attendance asking them to confirm in writing within 10 school days that they wish to take up the place. If written confirmation is not received within 10 school days, the pupil's name will be removed from the admission register and the place offered to another pupil in accordance with the admission policy.

9. Home visits

Home visits are carried out in the event of absence from school, in particular where there has been no contact from the parent/ carers, usually after the third day of absence. A home visit will be made to ascertain the safety and well-being of the child and in addition to the reason for absence from school.

9.1 Aims

The aim of a home visit is:

- To establish a partnership between parents/carers and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- To develop and strengthen relationships with parents/carers for the best interests of the child.

9.2 Reasons for home visits:

Home visits are to be used when:

- Students are refusing to come into school; this can be carried out by school staff when there are attendance issues/concerns
- When students are being educated at home
- When all other means of contact with a family has failed
- To meet with parents/carers to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school or where it would be difficult for parents/carers to attend school for a meeting and information needs to be shared in a face-to-face meeting in a timely manner.
- To try and establish that a child is safe if they are absent from school and attempts to contact parents/carers have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support parents/carers in developing strategies to help their child attend school where attendance is an issue.
- To drop off or collect work for a child when they are completing schoolwork at home.
- To visit a child who has been off school for a period of time, for example due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill, during the same period for which a request for exceptional leave in term-time had been refused).

Appendix 1

Attendance and absence codes

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

Attending the school

Code	Meaning
/	Present at the school morning session
\	Present at school afternoon session
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded and no alternative provision made
G	Holiday not granted by the school
I	Illness (not medical or dental appointment)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival before the register is closed
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend the school because of a lack of access arrangements
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure