



## **Attendance Policy**



**Review Date: August 2026**

## **Mission, Vision, Values and Ethos**

### **Our Vision Statement:**

Leigh Academy Halley is a place of opportunity where respect, resilience, integrity and collaboration matters. We are a caring community where everyone feels safe, valued and empowered to explore, experience and achieve.

We are proud, articulate, confident, independent learners equipped to take our place in wider society. As lifelong learners we develop our international mindedness and intercultural understanding. This is so that we are in a position to pursue our aspirations and interests as responsible members of a global society who respect and appreciate diversity.

### **Our Mission:**

**“Together we inspire, learn and achieve”**

### **Our Values and Ethos:**

At Leigh Academy Halley, our values are the cornerstone of everything we do.

#### **Respect**

We expect everyone to take responsibility for their learning and be lifelong learners.

#### **Achievement**

We aspire to achieve our full potential in everything we do.

#### **Collaboration**

We enrich the experiences of all through our local, national and international partnerships. We do this by working together to achieve excellence.

#### **Integrity**

We embrace the opportunities we are presented with to show our strong moral principles, the IB learner profile and our respect and acceptance for others.

#### **Resilience**

We empower all to develop a ‘can do’ attitude and have confidence in their ability to progress in the face of challenges.

Policy Review Dates		
Date	Description	Name
16/07/2024	Policy Review July 2024	
30/07/2024	Full Policy Review for New Guidance September 2024	
14/10/2024	Addendums added.	
June 2025	Changed some punctuation and formatting. Added 2 hour LOPT for 3 lates in a week. Paragraph about WiSH team added.	CSR

## **The importance of excellent attendance**

The Academy has a statutory responsibility to ensure that every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional well-being during the day.

All children have the right to access education every day of the academic year. This enables them to engage, progress and achieve in all aspects of academy life. Positive life outcomes are fundamentally linked to excellent attendance and punctuality.

All parents or carers have a legal duty to ensure that their children attend school regularly and arrive on time. It is an offence in law to permit absence without good reason and may result in prosecution under the **Anti – Social Behaviour Act 2003** and under **Section 444 of the Education Act 1996**.

## **Promoting Good Attendance**

At the Leigh Academy Halley, we know that good attendance is vital to a student reaching their potential. Students who have persistently poor attendance statistically always do worse in any assessment or exam. Therefore, we work tirelessly, in partnership with families and the Local Authority, to ensure students maintain a good attendance record. We have robust attendance policies and procedures that are championed by all staff every day.

We promote good attendance in many different ways through each academic year. For example, we email and publish the attendance policy, term dates along with start and finish times every academic year. Students complete reflections on their attendance and it is a regular collective discussion in tutor time. Students who individually have excellent attendance are rewarded in various ways such as certificates and a letter from the Principal. Tutor groups with the highest collective attendance are celebrated and rewarded.

However, we believe that securing good attendance should not be seen in isolation. This begins with the Academy being a place that students want to attend. Our rigorous engaging curriculum, teacher development, behaviour systems, Small School pastoral care and all other policies collectively work together to produce a culture where students are happy and thrive.

## **Attendance Procedures**

### ***Informing the Academy of absence***

If a child is absent **Parents or Carers must:**

Contact the child's small school, (Franklin, Easley, Turing or Hawking), as soon as possible on the first day of absence, advising of the reason and likely length of absence.

Contact the Academy on each and every subsequent day of absence.

Send a signed note or email into the Academy with your child on the first day they return with an explanation of the absence. Provide medical evidence to enable the Academy to authorise the absence if it is due to ill health. (Medical evidence can be; 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 – the Academy will not chase up medical evidence, this is a parental responsibility). Wherever possible, all medical appointments should be taken out of school time.

Truancy is a health and safety risk and your child may be at risk of exclusion if found to be truanting.

Request a discussion/meeting with the Attendance Advisory Officer to discuss extended absence due to illness or if there are any other concerns affecting school attendance.

### **Unauthorised Absence**

Absence will **not be authorised** where:

- Parents or carers do not provide medical evidence to support absence due to ill health.
- Parents or carers take students on unauthorised holidays or trips (leave of Absence) during term time.
- Students arrive at the Academy 30 minutes after the registration period has ended.
- Parents or carers keep children from the Academy unnecessarily.
- Parents or carers do not communicate the reason for absence to the Academy.
- Students truant (absence without the parents' or carers' knowledge).

Unauthorised Absences could lead to a referral to the Attendance Advisory Service, as explained above, this could result in prosecution/instant fine under the **Anti – Social Behaviour Act 2003** and under **Section 444 of the Education Act 1996**.

Please note: The Department for Education (DfE) does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

### **Lateness**

Poor punctuality is not acceptable. Students arriving late cannot start the day effectively, they disrupt lessons, and encourage absence or poor punctuality in others. Our academy is located in a busy part of London, therefore traffic issues will not be a valid excuse unless a major incident has taken place. Where students are late to the Academy for no good reason the following punctuality protocols will be applied.

A same day loss of personal time (LOPT) will be set as laid out below:

- From 8.26 - 8.40 a 30-minute loss of personal time.
- From 8.41 - 9.15 am a 60-minute LOPT.
- Late arrival beyond 9.16 am+ a 90-minute LOPT.

The Academy day starts at **8.30am** and we expect students to be through the gate and on their way to their Period 1 lesson by **8.25am**.

Any student who arrives after the front gate is shut will be automatically recorded as an unauthorised lateness.

Any student who is late three or more times within a given week will be set a 2 hour LOPT on the Friday of that week.

Students who are consistently late will trigger a parental meeting with the Attendance Advisory Officer for consideration of a referral to the Attendance Advisory Service.

Poor punctuality 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 Academy before 8:30am, following the same procedures for absence.

### **Informing parents of absence, lateness and illness**

If a child is absent, the Academy will:

- Email or text parents or carers on the first and subsequent day of absence if the Academy has not already been notified of the absence – this is known as truancy call.
- Advise parents or carers in writing of any concerns regarding absence and lateness in line with our Fast Track Attendance scheme.

### **If a student is unwell at school**

- The student should seek medical attention from our on-site first aider.
- With permission, a student may take supervised time out of a lesson 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. Permission from the Head of School must be granted before a child leaves the site due to feeling unwell.
- A first aider or member of Small School staff will contact parents or carers to gain permission to send the student home, in some cases the parent will be required to collect their child from the Academy.
- Students must **NOT** contact parents during the Academy day and request collection or permission to leave.

### **Strategic Data Use**

The attendance data for every student, tutor group, Small School, year group and key group is monitored and analysed on a daily or weekly basis. This allows patterns and outliers to be quickly identified. Small School Managers provide the live student context that resulted in the data to senior leaders. Collaboratively, they then work together to create and prioritise additional action steps to continuing with our established effective daily processes. We relentlessly continue to

employ strategies to improve attendance as we aspirationally aim for all students having 100% attendance.

### **Reducing Persistent and Severe Absence**

Persistent absence is defined as a student having under 90% attendance. This is equivalent to missing half a day of schooling every week. Students who miss this much education will not reach their potential and do less well in formal examinations. Small School Managers identify students who have just above or just under 90% attendance. They then proactively work at motivating and inspiring students to improve their attendance to above 95%.

Small School Teams work intensively with the family of any student who has attendance below 90%. Small School Managers attempt to communicate and work with families on a daily basis to improve the student's attendance. The attendance team meets regularly to discuss the bespoke strategy that needs to be implemented for each student who has below 90% attendance. The meeting focuses on how the Academy and Local Authority can support in removing any barriers to the student having good attendance.

Severe attendance is defined as a student having under 50% attendance meaning that they miss out on at least half of their education. This is an extremely concerning situation that will have lasting negative effects on the student's future. Therefore we are morally obligated to intensively work with the student, family, Local Authority, Attendance Advisory Service and any other relevant professionals to employ strategies to remove any barriers to the student's attendance. This can include but is not limited to parents or carers being fined by the Local Authority.

### **Wellbeing In Schools Hub (WiSH)**

Leigh Academy Halley works with the local authority to operate a Wellbeing In Schools Hub. Students who are persistently or severely absent may be referred to the WiSH team with the consent of their parent/career. This is a supportive and therapeutic service that works intensively with the students inside of the Academy and families outside of the Academy. The WiSH team works alongside Small School Managers to improve a student's attendance.

### **National Framework for Penalty Notices**

The government has set out a new National Framework for Penalty Notices and statutory guidance for school attendance ([Working Together to Improve School Attendance 2024](#)). Leigh Academy Halley's attendance policies and procedures all abide by this guidance.

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England. This threshold is equivalent to 5 school days of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive, meaning that they do not have to be 5 days one after another. They can also be made up of any combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

Penalty Notice Fines, an alternative to prosecution, are used to help change behaviour and thereby improve attendance. Fines are issued by the Local Authority and are paid directly to them

and not Leigh Academy Halley. They are made to each person who has parental responsibility and for each child who was absent from school. So if a parent has four children beyond the national threshold because they took a holiday during term time, then they would receive four separate fines. Below details the possible progression if a student does not improve their attendance after an initial fine.

First Offence	£160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
Second Offence	Must occur within 3 years of the first offence. £160 per parent, per child paid within 28 days.
Third Offence	Must occur within 3 years of the first offence. Case presented straight to the Magistrates' Court. Prosecution can result in a Criminal Record. Prosecution can result in a fine of up to £2,500 Prosecution may result in 'failure to safeguard a child's education' being shown on a parent's future DBS certificates.

### **Removing a student from the Academy roll**

As per [The School Attendance \(Pupil Registration\)\(England\) Regulations 2024 - Section 9](#), when all possible actions have been taken we will remove the student from the academy roll due to continued serious absence.

If a student has not attended Leigh Academy Halley for ten school days immediately after the end of the period of leave or has been continuously absent for twenty school days then we would be extremely concerned. We will work jointly with the Local Authority to make reasonable efforts to find the student's locations to ascertain their circumstances. If this is unsuccessful and both parties do not have reasonable grounds to believe that the student is absent due to sickness or an unavoidable cause then we will remove from the Academy's roll.

If parents/carers decide to transfer their child to another school or academy, they should advise the Attendance Advisory Officer 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 Leigh Academy Halley 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.

We 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 Admissions Policy.

We 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.

### **Elective Home Education (EHE)**

If parents or carers take the dedicated decision to educate a child at home, they must tell 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 student 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 student remains on the Academy roll and action may be undertaken following irregular or non-academy attendance procedures, again this could lead to prosecution or an instant fine under the **Anti – Social Behaviour Act 2003** and under **Section 444 of the Education Act 1996**.

### **Key Contacts**

The first port of call, for any attendance queries or concerns, is your child's Small School Manager for attendance. Please call the academy or email your small school using one of the email addresses below:

[Easley@halley.latrust.org.uk](mailto:Easley@halley.latrust.org.uk)

[Franklin@halley.latrust.org.uk](mailto:Franklin@halley.latrust.org.uk)

[Turing@halley.latrust.org.uk](mailto:Turing@halley.latrust.org.uk)

[Hawking@halley.latrust.org.uk](mailto:Hawking@halley.latrust.org.uk)

### **Attendance Champion**

If your Small School Manager is unable to resolve matters then please reach out to our Senior Attendance Champion. Our Senior Attendance Champion is Mr Chris Senior and he can be contacted via the [admin@halley.latrust.org.uk](mailto:admin@halley.latrust.org.uk) email address.

