



The Lowry Academy

The best in everyone™

Part of United Learning

ATTENDANCE
&
PUNCTUALITY POLICY
2023

Attendance Policy 2023			
Approved / Accepted by	The Lowry Academy (UL Academy School) The Local Governing Board		
Author	Senior Attendance Leader – Leanne Connors		
Policy Originator	Assistant Principal - Behaviour		
Originated/ Adopted	Accepted by	Review Period	
September 2022	SIB	1 Year	
Date to SIB/LGB	Reason	Outcome	Next review date
04.10.22	Revised Policy	Accepted	September 2023
13.12.23	Revised Policy	Accepted	February 2024

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 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 Senior 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 3 at 11:20 am

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 will be shared with the Local Authority and other agencies if a student's attendance is a cause for concern. Every week, the Senior 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 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% and or on an attendance plan & agreement.) 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** will spend a full day in the reflection room with a 30-minute detention on the same day.
- **Any student arriving in after 10.05am**, HOY will contact parents and the student 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
- Closure of a sibling's school for INSET (or other) purposes
- Didn't realise that school had reopened following a half term (*It is the parents responsibility to 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
- Shopping, including shopping for uniforms
- Birthdays
- Looking after siblings
- Having their hair cut

The Senior 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 on the first 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	97% - 100%	Good attendance.
Requires Improvement	96% - 92%	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.

Pupils with attendance between 96 – 100%:

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

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, Build-up 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.

Escalation of Attendance Interventions:

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)

Truancy Penalty Notices & Holiday 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

Strategies for Tackling Absences & Unsatisfactory Attendance Communications

- First day calling procedure and text messaging (9am)
- First day of absence Home Visit
- End of first day of absence text messaging procedure (5pm – 6pm)
- Following 1 day of absence, from 7am, pre absence text message to be sent 7am & Home Visit
- Following 2 day of absence text & Home Visit
- Following 3 days of absence text & Home Visit. (Child MUST be physically seen by day 3 of absence)
- Standardised and escalating series of the academies warning letters
- Escalation of intervention
- The Senior Attendance Lead will initiate/escalate intervention procedures.

Early Intervention & Escalation

Stage	Action	Person Involved
<p style="text-align: center;">Stage 1 (Letter & Meetings)</p> <p>4 Weeks Monitoring = 96% - 92%</p> <p>8 Weeks Monitoring = 91.9% - 91.9%</p> <p>12 weeks monitoring = 90% - 0%</p> <p><i><u>Medical Evidence MUST be provided for all absences during monitoring period, absences will only be authorised in exceptional circumstances.</u></i></p>	<ul style="list-style-type: none"> - 96% - 92% Letter advising their child's attendance has fallen below 96% and school is monitoring their attendance. - 90% - 0% Letter advising school is monitoring their attendance; - 90% - 0% - Stage 1 Attendance Plan & Agreement Meeting; to take place with Attendance Lead within 4 – 6 weeks, following the start or the new academic year or of a new term. - Stage 1 Review meetings; follow up with parent & child within 4-6 weeks. - Data weekly review; Attendance Lead; TPN warning text reminders. 	<ul style="list-style-type: none"> - Senior Attendance Lead - Head of Year (Cohort)
<p style="text-align: center;">Stage 2 (Letter & Meetings)</p> <p>Stage 1 Attendance Plan & Agreement (Urgent Reviews)</p> <p>TPN Letter</p> <p>TPN Referrals</p>	<ul style="list-style-type: none"> - TPN Letter: explaining there has been no improvement since the stage 1 letter and/or Stage 1 attendance plan meeting and/ or review; - TPN will likely be issued at this stage; up to 2 TPN's can be issued prior to Stage 3 (EWO involvement) - 2nd / 3rd Review meeting; parental meeting to review current attendance plan & agreement, discuss next steps/review. 	<ul style="list-style-type: none"> - Senior Attendance Lead - Head of Year <i>(If necessary)</i>
<p style="text-align: center;">Stage 3 (Attendance Panel Meeting)</p>	<ul style="list-style-type: none"> - Attendance Panel Meeting; Parent/carer will be invited in for an Attendance Panel Meeting with various professionals, depending on each students case (multi agency approach). 	<ul style="list-style-type: none"> - Senior Attendance Lead - Deputy Designated - Safeguarding Lead - Head of Year <li style="padding-left: 20px;"><i><u>(If necessary):</u></i> - Early Help Coordinator - School Nurse - Assistant Principal - Governor <i>Representatives from other relevant agencies, if appropriate.</i>
<p style="text-align: center;">Stage 4</p> <p><i>Breach of agreement at this stage, will constitute the highest of legal sanctions.</i></p>	<ul style="list-style-type: none"> - EWO Referral; Further concerns with the student's attendance will result in a referral to the Education Welfare Service being completed. <ul style="list-style-type: none"> • Attendance Panel Meeting • Fast Track to Prosecution 	<ul style="list-style-type: none"> - Senior Attendance Lead - Education Welfare Officer <i>Representatives from other relevant agencies if appropriate</i>

PLEASE NOTE: A PENALTY NOTICE CAN BE ACTIONED AT ANY STAGE AND THE EDUCATION WELFARE OFFICER CAN BECOME INVOLVED AT ANY STAGE

Strategies for Tackling Absences & Unsatisfactory Attendance:

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

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:

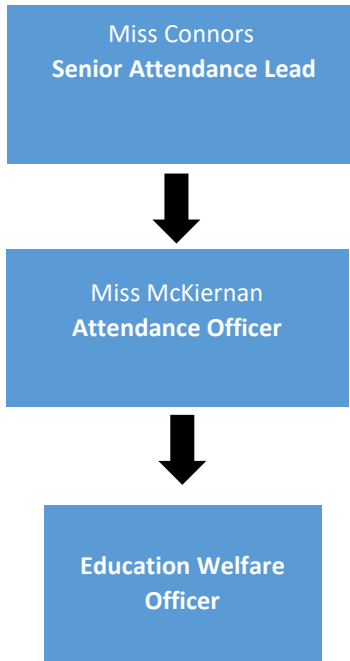
- The student has ceased to be of compulsory Academy age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between Academies
- Student withdrawn to be educated outside the Academy system (Elective Home Education)
- Failure to return from an extended 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.

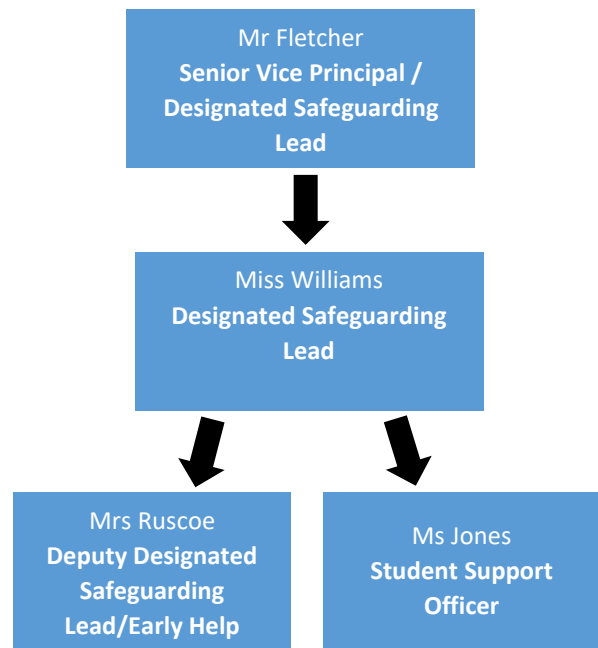
Pastoral Team

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.

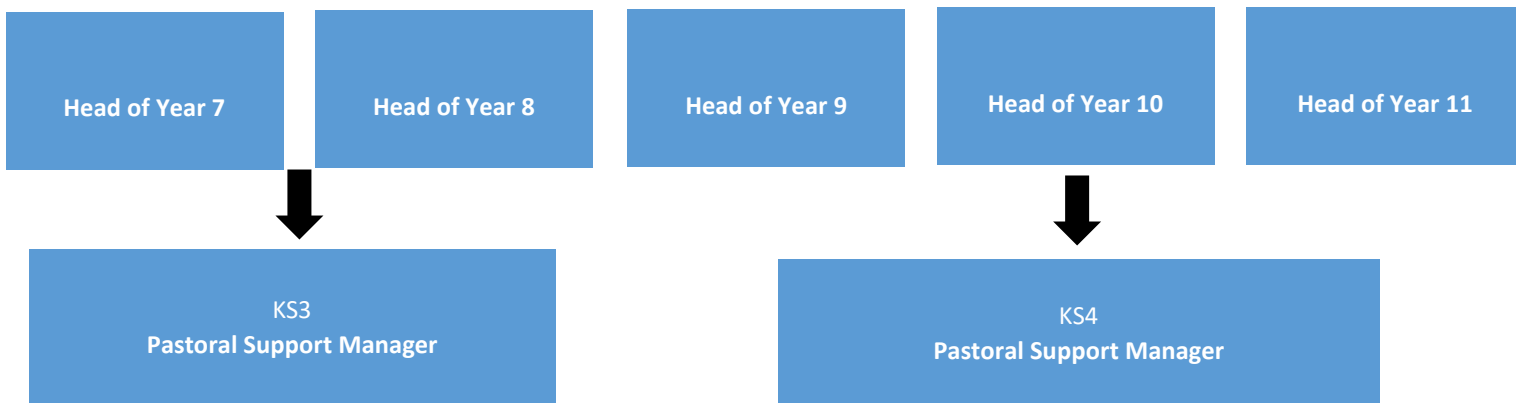
Attendance Team



Safeguarding Team



Heads of Year



Form Tutors

Attendance Procedure: A Guide for Parents (September 2023)

Pre-Term: Routine check identifies attendance of students below 96% or there is a pattern of absence causing concern



STAGE 1 LETTER ISSUED FROM THE SENIOR ATTENDANCE LEAD

STAGE 1 ATTENDANCE MEETING REQUIRED

Previous Academic YTD attendance is below 97%

Attendance Lead and key pastoral staff meet with parent/carers to discuss reason for absences and ways we can support their child to improve attendance, this will be followed up with 4-6 weekly review parental meetings.



No Further Action

Attendance improves and remains above 96%



Attendance remains below 96% or concerning pattern continues



STAGE 2 LETTER ISSUED FROM THE ATTENDANCE LEAD

ATTENDANCE PLAN & AGREEMENT REQUIRED

Attendance Lead and key pastoral staff meet with parent/carers to discuss reason for absences and ways we can support their child to improve attendance.



Attendance improves since the meeting - No further Escalation.
Attendance will be monitored by Attendance Lead.



Agreement Broken OR Non-Engagement i.e. Parent/carer fails to attend meeting/accept help and/or attendance fails to improve.



STAGE 3 LETTER ISSUED FROM THE ATTENDANCE LEAD – ATTENDANCE PANEL MEETING

Meeting arranged at school with parent/carers, student, Attendance Lead, Head of Year, School Nurse, Nominated Governor, and any other relevant agencies (Multi agency approach).



Attendance improves since the Panel meeting - No further action.
Attendance record will remain in monitoring until the end of the academic year



Parent/carer fails to attend meeting/accept help and/or attendance fails to improve



STAGE 4 - LEGAL SANCTIONS TO BE IMPLEMENTED

(Legal sanctions include Penalty notices, Fast Track to Prosecution or Attendance Panel Meeting)

PLEASE NOTE: A PENALTY NOTICE CAN BE ACTIONED AT ANY STAGE AND THE EDUCATION WELFARE OFFICER CAN BECOME INVOLVED AT ANY STAGE