



# **A WHOLE SCHOOL ATTENDANCE POLICY (Skegness Academy)**

**2017/2018**

Please be aware that this is a  
'live' document and is subject  
to ongoing amendment.

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## **1. MISSION STATEMENT**

Skegness Academy is committed to providing a full and efficient education for all students. The Academy believes that all students benefit from the education it provides and therefore from regular school attendance. To this end the Academy will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

## **2. IMPLEMENTATION**

This policy received the full agreement of the School Council.

## **3. AIMS**

- That all students achieve excellent attendance.
- All students of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations;
- No student should be deprived of their opportunity to receive an education that meets their needs and personal development;
- In the first instance, it is the responsibility of students and their parents/carers to ensure attendance at school as required by law;
- Many students and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities;
- Situations beyond the control of students and/or parents/carers may impact on attendance. We will, with the agreement and support of parents/carers, work in partnership with external agencies to resolve these;
- The vast majority of students want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

## **4. EXPECTATIONS**

### **We expect the following from all our students:**

- That they attend school daily;
- That they will arrive on time and be appropriately prepared for the day;
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending school.

### **We expect the following from parents/carers:**

- To ensure their children attend school regularly and punctually (8.40am registration latest); lateness to registration is indicated by “L” on the certificate, unauthorised lateness is indicated by “U”. Lateness becomes unauthorised when students arrive to school after registration closes; currently 9.30am. Should your child fail to attend school promptly, a letter will be sent to parents/carers requesting that this is discussed with their child. Failure to improve punctuality will lead to the involvement of the Education Welfare Office and, without immediate improvement, prosecution procedures being considered.
- To contact the school on each morning of any absence before 8.15am, providing a reason for the absence and provide a written note (letter or planner) on their return to school. However, if illnesses continue for longer than five days, medical evidence **will** be required, e.g. doctor’s appointment card, prescribed medicine packet (with the label). Failure to contact the school during the absence will result in a safeguarding visit to the home by school staff and a possible referral to the local police.
- No medical appointments will be authorised unless an appointment card, hospital letter or text from the GP/dentist is forwarded to the Academy. Providing these retrospectively (after the appointment) is acceptable.
- To ensure that their children arrive in school well prepared and equipped for the school day and to check that they have done their homework;
- To contact the Academy in confidence whenever any problem occurs that affect the student’s performance in school.

### **Parents/carers and students can expect the following from the Academy:**

- Regular, efficient and accurate recording of attendance;
- Early contact with parent/carer when a student fails to attend school without providing good reason;
- Immediate and confidential action on any problem notified to us.

## 5. ENCOURAGING ATTENDANCE

### Attendance can be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session and within 15 minutes of the start of the session;
- Attendance checks at appropriate times;
- Holidays during term time are actively discouraged. Due to the link between attendance and attainment the government has put a priority on reducing all forms of absence. Therefore our policy on term time holidays, which is based on legislation and government guidelines is summarised as:
  - The Law says that parents/carers do not have the right to take their children out of school for a holiday in term time.
  - Any requests for holiday in term time must be made in advance in writing and in line with GOVERNMENT GUIDELINES will only be agreed in EXCEPTIONAL CIRCUMSTANCES. Taking a holiday in term time simply to save money does not constitute an exceptional circumstance and will result in a fine. Being unable to take holidays due to the seasonal nature of parents/carers work is also not an exceptional circumstance.
  - All parent(s)/carer(s) should apply for leave no less than 14 days prior to the period of absence and failure to do so will automatically result in the absence being unauthorised – no matter the circumstances.
  - If the absence is not agreed and the student goes on the holiday, the absence will be recorded as unauthorised. This may then be referred to Lincolnshire County Council and could result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996.
  - Where a student was removed from school for a holiday during the previous academic year, the case will automatically be referred to Lincolnshire County Council for a Fixed Penalty fine.
  - Where a student fails to return within 10 school days of a previously notified date schools have the power to remove the child from the school roll and report them to Children Missing Education at Lincolnshire County Council.
- Recording of good attendance on individual reports and in the process of rewarding; prize draws, certificates, letters home, end of year awards ceremony.
- Working in partnership with primary schools to identify and support students who have attendance problems in the feeder primary as part of any liaison on transition between KS2 and KS3;
- Establishing a mechanism for supporting those parents/carers who are concerned that their children may be experiencing difficulty in attending school;

- Sending parents/carers regular absence figures as appropriate;
- In order to encourage good attendance, students whose attendance falls below the required 90% attendance without good reason or medical evidence, will not be permitted to represent the school (during the normal school day) in either sports, drama or school visits which are not compulsory to the curriculum;
- The efficient use of computerised registration systems to provide valuable, year group, form and student level attendance data which can assist speedy analysis and timely responses by the school.

## 6. RESPONDING TO NON-ATTENDANCE

### When a student does not attend, the school will respond effectively

- If a note or telephone call is not received from parents/carers, they will be contacted on every day of absence. If no call or letter is received either before/on the day of absence/on the day of return, explaining the reason, the absence will be unauthorised. Continued unauthorised absence will result in a letter requesting medical evidence for that period, and any future period, of absence being taken due to illness or injury.
- If considered necessary by the Academy, staff may carry out either prearranged or unannounced home visits.
- Attendance will be monitored by the school and if attendance does not improve within two weeks of receipt of a School Attendance Panel letter, the parent/carer will be invited to attend a meeting in school. This meeting will include the appropriate staff, parent/carer and student and will aim to identify and solve the problems that are preventing the student from attending school. Parents/carers are obliged to attend;
- The case will continue to be monitored and if there is no improvement, a penalty warning letter will be issued. Failure to improve attendance will result in a Penalty Fine from the local authority under Section 444(b) of the Education Act 1996. If it is felt that the student's attendance is not improving due to lack of support or engagement with either the parent/carer or the student, consideration will be taken as to submitting a file to the Local Authority to initiate proceedings before a Magistrates Court.
- If a child is absent from school and no response is made to the attempts to **contact the family, Children's' Services and the Police may be contacted and** could be asked to make a 'Safe and Well' check on the family. If no contact is made within 5 days, the Academy will contact Children Missing Education at Lincolnshire County Council. If no contact is made within 20 days from the date of the first absence, the Academy is entitled to withdraw that student's place from

the Academy roll. If any student is absent for a period of 10 days (particularly where we have no contact from parents/carers), the absence will be unauthorised and notified to Lincolnshire County Council's Pupils Not Attending Regularly service.

### **Reintegration**

- The return to school for a student after long-term absence requires special planning. For example, it may be appropriate to establish an Attendance Support Programme;
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme;
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible;
- Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEND Co-ordinator may be required.

The success of the Pastoral Support Programme will require the involvement of appropriate Academy staff, other agencies, the young person and parent/carer. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the various internal communication lines.

### **Dealing with students not attending school**

As stated in the Academy's mission statement the school is committed to providing 'a full and efficient education for all students'. However we do realise that at times, this is not always possible. If a student misses a significant amount of schooling due to injury or ill health, the school will work with students, parents/carers and other professionals to ensure that their education is affected as little as possible and that there is a smooth transition back into full time education. For further information please see the Academy's Medical Policy which can be found on the website.

The procedures for dealing with absences remains as stated earlier in this policy. Parents/carers should call in on the morning of any absences and provide medical evidence for any absences of 5 consecutive days or more. If a student's records indicate that there is a likely to be a health issue, the school will contact the family and request that a Medical Consent Form is signed. A letter will be sent to the family requesting that they provide medical evidence from their GP to enable the Academy to offer provision for students whose health is affecting their education.

Where a student fails to attend due to refusal, the Academy will work with parents/carers and any other related professionals to reintegrate them back into school as soon as possible. 10 days consecutive unauthorised absence will be reported

to Lincolnshire County Council as a Pupil Not Attending Regular Education.

Where a student or parent/carer repeatedly fails to engage with the Academy and the professionals put in to assist over a period of 8 weeks (covering the period of two Team Around the Child sessions), or there continues to be no improvement in attendance, the school maintains the right to refer the matter to Lincolnshire County Council to instigate legal proceedings. This could result in immediate legal action, for example, an Education Supervision Order or Fixed Penalty.

## 7. SCHOOL ORGANISATION

The severe winter of 2009-10 caused all kinds of problems for schools across the country and led to the Government issuing new guidelines which came into force from September 2010. Schools will not be penalised if they are forced to close nor if they make every effort to stay open and their attendance statistics suffer accordingly.

In order for the Attendance Policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education.

### Staff Responsibilities

Staff	Responsibility
Senior Leadership Team	To oversee and demonstrate ownership of the whole Attendance Policy.
Senior Leadership Team/ Head of Year	To regularly report progress on attendance to governors, students and parents/carers.
Leadership Team/ Year Lead	To ensure that challenging but achievable targets are set to reduce absence.
Senior Leadership Team/ Head of Year/ Form Tutor/ EWO	To liaise with appropriate staff.
EWO	To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
Senior Leadership Team	To oversee the work of administrative staff.
Senior Leadership Team/ EWO	To produce the attendance profile for the whole school.
EWO	To collate and analyse attendance data for year groups, House groups and Tutor groups.
Head of Year/ EWO	To oversee the registration process and ensure that registers are completed accurately and on time
Senior Leadership Team	To reinforce good practice at Pastoral meetings.
Senior Leadership Team/ Head of Year	To organise attendance assemblies.
Head of Year/ EWO	To initiate contact with parents/carers in cases of prolonged unexplained absence.
EWO	To liaise with County Legal team.
Head of Year	To plan for the return of long-term absentees in conjunction with the SEND department.
Form Tutors/Teachers	To complete registers accurately and on time.
EWO	To follow-up immediately any unexplained non-attendance by



	contacting parents/carers.
Form Tutors	To chase any unexplained absences within 2 days of the student returning to school.
Head of Year/ EWO	To challenge suspicious or inappropriate reasons for absence.
Head of Year /EWO	To display information on attendance.
Form Tutors/ EWO	To record all reasons for absence in the register
Head of Year	To ensure Tutors pass concerns on to their line manager.

### **Governors/School Council**

- Governor(s) will be assigned to monitor attendance and ratify the policy;
- Request regular attendance progress reports for Governors' Meetings.

### **Headteacher**

- To oversee the policy and ensure it is appropriately applied;
- To ensure the policy is updated as required;
- To report to School Council/Trust;
- To award excellent attendance prizes, certificates etc.

### **Year Leads**

- To monitor attendance within their year group;
- To inform the Safeguarding Manager and their line manager (if required) of any situation causing concern above and beyond normal expectations;
- To contact other outside agencies where appropriate to work with students experiencing difficulty attending school, this could include Early Help Assessment;
- To arrange and organise programmes for the return to lessons.

### **Education Welfare Officer**

- Ensure that all registers are completed each morning and afternoon session;
- Contact parent/carers via telephone if a student is not in school and no reason has been provided for the absence;
- Attendance and absence data analysis, comparison and tracking summary reports;

- Manage the signing in/out book, highlighting late arrivals to appropriate staff;
- Liaise with Heads of Year and Deputy Heads of Year and ensure that they are informed of any communication with parents;
- Organise and/or completing home visits when necessary if a student is absent;
- Notify Lincolnshire County Council when a child has missed 10 consecutive days of unauthorised education via the PNAR – Pupil Not Attending Regularly.

### **Form Tutor**

- To follow up all absences and report concerns to the appropriate Year Lead and/or Safeguarding Manager;
- To praise good or improved attendance, rewarding as per Academy policy;
- To inform the Attendance Manager/Officer of any holiday requests or notifications of absence immediately;
- To expect punctuality to registration, pursue lateness and apply appropriate sanctions;
- To look for patterns regarding absences and inform Head of Year and EWO of any concerns;
- To follow up student absence where no reason has been provided.

### **Subject Teachers**

- To take accurate registers at the beginning of every lesson (within the first 10 minutes) and maintain its accuracy during the lesson particularly for any late arrivals;
- To inform Deputy Head of Year if a student fails to attend their lesson when they have been marked present for previous lessons that day;
- To expect excellent attendance and punctuality as part of the classroom expectations;
- To look for patterns regarding absences and to discuss any concerns with their Head of Department.

### **Parents/Carers**

- Contact with school on every day of absence;

- Provide signed and dated absence notes for all absence;
- Support their child in achieving maximum attendance;
- Attend any Team Around the Child or Early Help meetings requested.

### **Lincolnshire County Council**

- They will liaise with identified school staff;
- Where necessary they will instigate legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court;
- They will support schools in the use of penalty notices within the provisions of the Anti-social Behaviour Act 2003.

## **8. LIAISING WITH EXTERNAL AGENCIES**

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

The Academy works with the following support services:

- Educational Psychologists
- Special Educational Needs Service
- Early Help Workers
- Social Services
- School Nurse
- Youth Service
- Local police
- Lincolnshire County Council Ethnic Minority and Traveller Education Team
- Lincolnshire County Council Inclusion and Attendance Team

## **Data Protection Act**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

## Appendix 1

### GUIDANCE FOR FORM TUTORS

#### SUGGESTED METHODOLOGY

##### The Importance of Registration

- An attendance register, electronic or manual, must be kept on which, at the **BEGINNING** of each morning and afternoon session, students are marked present or absent. Registers should be saved or sent down to the designated area or person responsible. These registers must be completed within 10 minutes of the start of the registration period. For safeguarding reasons, lesson registers should be completed within 10 minutes of the start of each and every lesson;
- Manual registers can be used in any instance where the electronic register is not accessible;
- Where electronic registers are used, hard copy, current for each session, will be kept for Health and Safety reasons, particularly in the instance of an evacuation;
- Accurate marking of registers, and appropriate maintenance of electronic and computerised systems can have a significant impact on overall school attendance and absence figures;
- Electronic copies of attendance registers or bound copies of registration printouts must be kept for a minimum of 3 years from the date that the last entries were made.

#### CATEGORISING ABSENCE

##### Symbols to be used in Registers (Categories)

From 1 September 2006 all schools are required to use a common set of codes to record student attendance and absence.

The use of fixed codes will also assist both LAs and DfE in monitoring not only whether students are absent with or without the permission of the school, but why students are absent from school.

##### Authorised or Unauthorised Absence

**Authorised absence (Code C)** is where the Academy has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised (Code O)**.

The following may be reasons for authorising absences.

- Illness (**Code I**); which **does not include** coughs, colds, headaches, stomach aches, toothache and period pains;
- Medical and dental appointments **where evidence is available (Code M)**;
- Days of religious observance (**Code R**);
- Fixed term exclusion (**Code E**);
- Bereavement;
- Interview for job/college (**Code J**);
- Public performance/examination (where a LCC Performance Licence has been obtained);
- Permanent exclusion until removed from roll or re-instated.

### **Holidays**

Holidays are granted only in **exceptional** circumstances (**Code H**). Requests for absence are expected to be prior to booking and made in writing at least 14 days before the absence. Any holiday taken without a written request will automatically be unauthorised. However if a request is not granted and the parent/carer takes the child on holiday, the absence will not be authorised.

If the absence is not agreed and the student goes on the holiday, the absence will be recorded as unauthorised (**Code G**). This absence will be referred to Lincolnshire County Council and could result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996. Where a student was removed from school for a holiday during the previous academic year, the case will automatically be referred to Education Services for a Fixed Penalty fine.

### **Resolving Disagreements**

Where there is a lack of agreement between the school and the LA as to the appropriateness of issuing a penalty warning letter or a penalty notice, the matter will be referred to the County Legal Proceedings Panel whose decision shall be final.

### **Approved Educational Activity**

Where students are away from school but are undertaking an approved educational activity, this should be marked in the usual way but are counted

as present for calculating data for the DfE absence return. To avoid confusion in emergency situations students who are off site should not be marked as present. The following activities fall within this category.

- Field trips and educational visits both in this country and overseas;
- Interviews with prospective employers and for a place at a higher or further educational establishment;
- Link courses where students attend a FE college for part of the time;
- Students receiving approved education off site, e.g. those receiving specialist support or those in receipt of home tuition but remaining on the roll of the school.

Absences will not be authorised under the following circumstances:

- Shopping trips;
- Holidays in term time where the permission of the school has not been given;
- Minding the house or looking after siblings;
- Lateness if registration is missed without explanation;
- Medical appointments that cannot be verified or are for another person;
- No reason given;
- Absence from work experience without explanation;
- Attending a non-insured (by Education Business Partnership) work experience;
- Oversleeping/tiredness;
- Translating for parents/carers or family friends;
- School staff have cause to believe that the note is not genuine or not valid;
- Year 11 students who “leave” before the official date;
- Attendance at interviews with no advance notice or adequate explanation.

This list is not exhaustive and will be at the discretion of the Headteacher.

Unusual circumstances may arise that lead to a young person being absent from school. It is for the Academy to decide whether the explanation offered is

reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered.

### **Lateness**

Schools should actively discourage late arrival by challenging young people who are persistently late or arrive late without reasonable explanation.

The Academy has a policy on how long registers remain open, forty five minutes from the beginning of registration. In the event of bad weather this period can be extended. Skegness Academy morning registration is from 8.40 until 9.05 and afternoon registration is from 12.40 until 13.30.

Where a student arrives after the register has been completed but before it is officially closed, it will be coded L.

Where a student arrives after register closure without good reason, they should be marked with a U to indicate that they are on site.

Any student late without good reason will be given sanctions. This can take the form of after school detentions or lunchtime detentions. They will also be put onto a Punctuality Report and their Form Tutor will call home. A letter will be sent home stating the number of late marks and giving notice that the situation needs to improve. If the student continues to be late, parent(s)/carer(s) will be asked to attend a School Attendance Panel. If the situation continues, a Penalty will be requested.

### **Removal from the school roll**

There are strict guidelines on the circumstances under which a student may be removed from the school roll. These are detailed in the Education (Student Registration) Regulations 1995 (as amended 1997) and in the Schools Administration Handbook (section A2). **Removal from the school roll under circumstances other than those detailed below is illegal.**

- Where a school has been notified that the student has been registered as a student at another school;
- Where a student has ceased to attend the Academy and the parent/carers have satisfied the County Council that the student is receiving education otherwise than by attendance at school;
- Where the student has been absent without reasonable cause for four school weeks and the school has failed, after reasonable enquiry and consultation with Children Missing Education to obtain information on the cause of the absence;



- Where the Head Teacher has been notified that the student has died;
- If a student has not returned to school within ten school days of the agreed return date after a family holiday in term time and no communication has been received;
- Where a student will cease to be of compulsory schools age before the school next meets and has been notified an intention to discontinue in attendance;
- Where the student has been permanently excluded and this decision has been confirmed by the Governor Discipline Committee.

### **Ensuring Student Information is up to date**

The School should ensure, as far as possible, that the information they hold on students and parents/carers is accurate and up to date. This will help to ensure that contact with families is productive and that referrals to other agencies can be actioned effectively. Parents/carers are encouraged to contact the school to keep the information schools hold up to date.

### **Students who are missing**

Where it is believed that a student has left the area and enquiries have failed to establish the whereabouts of the student, the school will inform the local authority and follow statutory guidelines potentially removing the student from the Academy's roll.

## Appendix 2

### GOOD PRACTICE

Research suggests that good practice is associated with:

1. A senior teacher being charged with specific responsibility for student attendance;
2. A list of absentees being produced quickly, for use by appropriate teaching and office staff;
3. The school devising a sensitive scheme for the immediate follow-up of absentees - e.g. either by telephoning home or sending out letters to parents or guardians;
4. Form tutors ensuring that records of attendance are as accurate as possible and explanations for absence are produced when students return to school;
5. Tutor/Head of Year/Deputy Head of Year to monitor the attendance records of students;
6. Year Leads and staff with responsibility for student attendance having regular meetings with EWO;
7. Regular spot-checks for specific lesson truancy and for students leaving school before the end of the day;
8. Rewards for individual students with an excellent attendance record in the form of letters or certificates or prizes. Attendance is a major part of the school reward culture;
9. School Attendance Panels and penalties being introduced for students who are persistently late;
10. Absentees and truants being quietly welcomed back to school upon their return and efforts made to reintegrate them socially and academically;
11. Targeting individual students or groups of students through, for example, school attendance panels, can help to raise attainment and attendance across the school.

### GUIDANCE FOR PARENTS/CARERS

#### SUGGESTIONS FOR SECURING PARENTAL INVOLVEMENT IN ENSURING REGULAR ATTENDANCE

##### The School

The Academy is committed to providing a quality education for all students. We believe that students can only benefit from the education in our school through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all students and we will make sure that any problems are identified and resolved quickly. We will make contact with parents/carers when a student is absent from school without good reason.

##### How parents/carers can help us

- Ensure that their children attend school regularly and that they arrive on time;
- Provide up to date contact information. Notifying the school of any changes.
- Provide up to date medical information to enable the school to adequately support students who have health issues affecting their attendance. No absences for medical appointments will be authorised without appointment cards, letters or texts from GPs/Dentists which have been forwarded to the Academy (this can be provided retrospectively).
- Contact the Academy whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away;
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead;
- Attend Parents'/Carers' Consultation Evenings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child;
- Contact the Academy if problems arise which may keep their child away from school, so that the school can help.

## Appendix 4

### Persistent Absence Information for Parents/Carers

**If your child is absent for just one day every 2 weeks, they will miss out on a year of education over their school life.**

**This information will show you some ways in which schools and families can improve student attendance and improve communication between home and school.**

An individual child is deemed to be a persistent absentee if their attendance is less than 90% (regardless of whether or not the absences have been authorised).

A number of issues might affect a student's attendance; these issues are shown in the list below.

Students who:

- have recently moved in the area or have joined the school midway through the school year;
- are "Looked After";
- have caring responsibilities at home;
- have recently missed a lot of school time through illness;
- have siblings and/or parents/carers who are/were poor attenders;
- tend to have poor performance/attainment levels;
- have peer issues;
- have difficulty accessing the curriculum;
- are persistently disruptive;
- have previously been excluded;
- have parents/carers who are experiencing severe financial hardship (and may not be able to afford bus fare, uniform, etc);
- have parents/carers who have recently separated;
- are under pressure from examinations.

It does not mean that all students who might be affected by the above issues will be poor attenders but the list is a way of helping school to identify early students who may be at risk of non-attending. We understand how it is difficult for families to discuss any difficulties they might have but the more the School knows about a situation, the more it will be able to help. Therefore, if there is anything that is preventing your child from attending regularly and punctually, please let us know so we can work together to improve the situation.

It is firmly established that students who attend regularly and on time are more likely to fulfil their potential and achieve their best than those who do not.

If your child does not attend school regularly, they may not be able to keep up with school work. They will also miss out on the social side of school life. This can affect a child's ability to make and keep friends and being able to mix socially is a very important part of growing up.

**Regular and punctual attendance is essential to effective learning.** When children are not in school they are missing the educational opportunities that the school can offer them. They are also at greater risk of being excluded or disadvantaged in other ways. If they are not in school, they might be at risk of being involved in a crime or becoming the victim of a crime themselves.

The ethos of our school will show children, parents/carers and the wider community how much they value good attendance and punctuality and show that they will respond promptly to all non-attendance and lateness.

## Appendix 5

xx

«Title» «Forename1» «Surname1»  
«HouseNumber» «Street»  
«District»  
«Town»  
«Postcode»

Dear Parent/Carer

### 2017/2018 Attendance Update

«Forename» «Surname» «Reg», «Year»

We are very fortunate at Skegness Academy that the majority of our students have excellent attendance and are therefore in school to get the best out of their education. I am writing to remind you of the statutory rules regarding the persistent absence threshold. From 1 September 2015, the Government reduced the threshold from 15% to 10%. Therefore a student with attendance below 90% will be classed as a persistent absentee, regardless of whether the school has authorised or unauthorised the absence.

Please remember that the Academy's Attendance Policy (available via our website) states that from October 2016, no medical appointments will be authorised without evidence (ie doctor slip/prescription labels/hospital appointment letters). We are aware that some appointments are made on an emergency basis and will retrospectively amend records once the slips/labels have been received.

Students with an attendance of less than 90% at the end of half term 1 (20 October 2017) may be asked to attend an Attendance Support Programme with their family and Year Lead or a member of the Senior Leadership Team. Sooner if the situation demands it.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their potential. The attendance pattern for all children is monitored with the Academy seeking to work actively with parents to ensure that regular attendance is maintained. The Department for Education has published data on their website that clearly shows the link between attendance and attainment.

**Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend school. Repeated absences may require the school to request that you obtain medical evidence from your doctor's surgery or local pharmacy as recommended by the Government.** If your child is diagnosed with a specific illness, we will ask you to come into school to complete a Medical Conditions form so that we can ensure that the school is doing everything possible to support your child.

Can I also take this opportunity to remind you that the Education (Pupil Registration) Regulations 2006 came into force from 1 September 2013? This removed references to holidays during term time. Any request for a leave of absence may not be granted unless the Academy believes there are exceptional circumstances. **Any application for a leave of absence not presented 14 days before the absence will automatically be unauthorised.**

Penalty Notices may be applied for, for persistent poor attendance (below 90%) or leaves of absence which take the attendance figure to less than 90%. A Penalty Notice is issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise;
- Where a child is a registered student at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act;
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00;
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to students subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court or issued with a Penalty Notice for £60.00 or £120.00.

We are confident that you will be keen to work with us to ensure that your child meets the threshold requirements since it is clear that this will have a positive effect on their learning.

Thanking you in advance for your support.

<b>SKEGNESS ACADEMY            DATES OF TERMS AND HOLIDAYS FOR 2017-2018</b>				
<b>1ST TERM 2017</b>				
Wednesday 6th September - <b>first day of term</b>				
<b>Holiday</b>				
Monday 23rd October - Monday 30th October 2017				
<b>2ND TERM 2017</b>				
Tuesday 31st October - Tuesday 19th December 2017				
<b>Christmas / New Year Holiday</b>				
Wednesday 20th December - Tuesday 2nd January 2018				
<b>3RD TERM 2018</b>				
Wednesday 3rd January - Friday 9th February 2018				
<b>Holiday</b>				
Monday 12th February - Friday 16th February 2018				
<b>4TH TERM 2018</b>				
Monday 19th February – Wednesday 28th March 2018				
<b>Holiday</b>				
Thursday 29th March - Friday 13th April 2018				
<b>5TH TERM 2018</b>				
Monday 16th April - Friday 25th May 2018				
<b>Holidays</b>				
Monday 7th May 2018 (May Day)				
Monday 28th May - Friday 1st June 2018				
<b>6TH TERM 2018</b>				
Monday 4th June - Friday 20th July				
<b>STAFF TRAINING DAYS</b> when your child <b><u>will not have to attend School</u></b> are allocated as follows: <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Monday 4th September 2017</td> </tr> <tr> <td>Tuesday 5th September 2017</td> </tr> <tr> <td>Monday 30th October 2017</td> </tr> </table>		Monday 4th September 2017	Tuesday 5th September 2017	Monday 30th October 2017
Monday 4th September 2017				
Tuesday 5th September 2017				
Monday 30th October 2017				

Tuesday 2<sup>nd</sup> January 2018  
Thursday 29<sup>th</sup> March 2018

## Appendix 9

### SKEGNESS ACADEMY DATES OF TERMS AND HOLIDAYS FOR 2018-2019

#### 1ST TERM 2018

Wednesday 5th September - **first day of term**

#### Holiday

Monday 22nd October - Monday 29th October 2018

#### 2ND TERM 2018

Tuesday 30th October - Wednesday 19th December 2018

#### Christmas / New Year Holiday

Thursday 20th December - Wednesday 2nd January 2019

#### 3RD TERM 2019

Thursday 3rd January - Friday 15th February 2019

#### Holiday

Monday 18th February - Friday 22nd February 2019

#### 4TH TERM 2019

Monday 25th February - Friday 5th April 2019

#### Holiday

Monday 8th April - Monday 22nd April 2019

#### 5TH TERM 2019

Tuesday 23rd April - Friday 24th May 2019

#### Holidays

Monday 6th May 2019 (May Day)

Monday 27th May - Friday 31st May 2019

#### 6TH TERM 2019

Monday 3rd June - Friday 19th July 2019

**STAFF TRAINING DAYS** when your child will not have to attend School are allocated as follows:

Monday 3rd September 2018



Tuesday 4th September 2018  
Monday 29th October 2018  
+ 2 days of twilight training

### BIBLIOGRAPHY

#### DfE Publications

[www.dfes.gov.uk](http://www.dfes.gov.uk)

Information collected from various publications which are regularly updated.

#### New Exclusion Regulations

New arrangements for school exclusion came into force in September 2012. These will apply to any student excluded on or after 1 September 2012 from a maintained school, academy school or free school, alternative provision academy/free school or student referral unit in England.

Revised regulations and guidance for those with legal responsibilities in relation to exclusion are also available now:

The School Discipline (Student Exclusions and Reviews) (England) Regulations 2012.

Guidance from the DfE at:

<http://www.education.gov.uk/aboutdfe/statutory/g00210521/statutory-guidance-regs-2012/guidance>

#### LEA Plans and Guidance

Children and Young People's Plan

Lincolnshire Education Welfare Service - Fixed Penalty Notices  
(Unauthorised Absences and Truancy) Code Of Conduct **to be read in conjunction with :**

Guidance on The Use Of The Education Related Provisions Within The Anti- Social Behaviour Act 2003

Schools Administration Handbook

Raising Standards Through the Improvement of School Attendance

#### Legislation

Education Act 1996 Data

Protection Act 1998

Human Rights Act 1998

Anti-social Behaviour Act 2003

Medical Policy