

# Attendance Policy

**Approved by Governor committee:**

n/a

**Date to be reviewed:**

**September 2025**

**Responsibility of:**

**Vice Principal**

**Final Approval:**

**The Principal – November 2024**

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## 1. Attendance vision

Chelsea Academy strongly believes that outstanding attendance and punctuality is vital in ensuring that all our students can flourish in all aspects of Academy life. We hold the highest expectations for all our students and celebrate their learning so that they become confident, happy and successful individuals who have enhanced opportunities for their future.

Statistics show young people will only be able to realise their full potential, academically and personally, if they are in school and ready to learn at least 97% of the time. It is never too late to benefit from good attendance. We believe both academic and pastoral outcomes for students are directly affected by attendance and we will continue to strive together to achieve our whole academy attendance target of 97%.

### **Attendance is everyone's business!**

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school. Therefore, we will continue to prioritise cultivating a safe and supportive environment at the Academy, as well as strong and trusting relationships with students and parents in order to remove any barriers to attendance.

We ensure that all our staff have a confident understanding of their roles, working tenaciously, to promote our high expectations around attendance by working with both students and their families to ensure that the right support is in place on a day-to-day basis. We will ensure that staff are equipped not only to identify any trends or barriers that may exist around attendance and punctuality but to have those key conversations and build positive working relationships for all by listening, supporting, challenging and rewarding where required.

We recognise that it is important we not only recognise and reward those students who are here every day, but also those students who are working hard to improve their attendance – creating a whole school culture when attendance is seen as an aspirational behaviour valued by all.

## 2. Documentation that informs this policy

This policy adheres to the following legislation and Department for Education (DfE) guidance:

- Supreme court Ruling April 2017 4 2.1.2 Regular attendance is attendance at school on each day the school is open for the students unless there is an 'authorisable' reason to be absent; (registration regulations 2006 (amended). Section 444 of the education act 1996). "*If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.*" A student's Unauthorised Absence is an offence for the parent.
- Working together to improve school attendance - 19 August 2024
- Sharing daily pupil attendance data - April 2024
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping children safe in education - September 2024
- Elective Home Education - April 2019
- Children missing education - September 2016
- Summary of responsibilities where a mental health issue is affecting attendance - February 2023

This policy operates in conjunction with the following Academy policies:

- Child Protection and Safeguarding Policy
- Complaints Resolution Procedure
- Behaviour Policy
- Praise and Rewards Policy
- Special Educational Needs and Disability (SEND) Policy
- Supporting Students with Medical Conditions Policy
- Students with Additional Health Needs Attendance Policy

### 3. Roles and responsibilities

Our Designated Senior Attendance Champion is Mr David Eagleton (Vice Principal) who can be contacted at [david.eagleton@chelsea-academy.org](mailto:david.eagleton@chelsea-academy.org)

The role of the Senior Attendance Champion is to ensure that the promotion of positive attendance is considered in all aspects of the Academy's provision:

- Ensure all staff, students and parents have a clear understanding of our Academy vision for attendance and the rationale that informs it.
- Establish and maintain effective systems for the management of attendance in line with our Academy vision.
- Have a robust understanding of whole Academy attendance data.
- Monitor and evaluate the effectiveness of Academy attendance systems.

Our Whole School Attendance Lead is Ms Parminder Sidhu (also holding the role of Designated Safeguarding Lead) who can be contacted at [parminder.sidhu@chelsea-academy.org](mailto:parminder.sidhu@chelsea-academy.org)

Our School Attendance Officer (to be contacted in the first instance to report an absence) is Miss Jessica Dunning who can be contacted at [attendance@chelsea-academy.org](mailto:attendance@chelsea-academy.org)

At Chelsea Academy, attendance is a whole school focus. We are committed to attendance 'being everyone's business'. An outline of the responsibilities of the following stakeholders can be found in Appendix 1:

- The Principal
- The Extended Leadership team
- Designated Safeguarding Lead(s)
- The nominated Academy governor for whole Academy attendance
- Learning Coaches
- Classroom teachers and teaching assistants
- Heads of Year (inclusive of Sixth Form)
- Curriculum Leaders
- Attendance officer
- Academy attendance lead

### 4. Training of staff

Ongoing professional development for staff in the effective implementation of whole academy attendance systems is **coordinated by the Designated Senior Attendance Champion** and delivered through the following forums:

- Annually to all staff via centralised CPD
- To all new staff (regardless of start date) via a structured new staff induction programme
- Bespoke support programmes for identified staff.

## **5. Creating a culture where attendance is valued by all**

How we showcase the importance of attendance

### Use of recognition / reward:

- We will ensure that our students are made aware of the importance of good attendance and how this will benefit them. Outstanding attendance is celebrated in line with the Academy Praise and Rewards policy via year group assemblies, and half termly and termly via House and Year group celebration assemblies.

### Use of Coaching time / Pastoral curriculum:

- As part of our structured Coaching Time programme, students complete regular reflection activities where they consider their attendance to date, recognise the potential impact on their learning and set SMART targets for improvement during Learning Coach Consultation Day (LCCD) appointments (three times per academic year)

### Inclusion in all keynote events and communications:

- We will remind both students and parents / carers of the importance of regular attendance and punctuality through: the termly Anchor & Flourish newsletter; Academy - Parent comms; on our website and any social media platforms; through the Home-Academy Agreement; and during all Progress Evenings / LCCD meetings.

### Key spotlight area for strategic planning at every level:

- Explicit inclusion in the Academy Development Plan (ADP) and where appropriate other Academy improvement plans

### Communication with parents and carers:

- We will regularly inform all parents / carers about their child's attendance and absence levels. This will be communicated through both regular comms and their Student Progress Checks
- We will remind parents / carers of the importance of regular attendance and punctuality in Academy communications as detailed above

### Listening and understanding barriers:

- Termly coffee mornings
- Meetings with Heads of Year and / or whole Academy attendance lead
- Welcome to events
- Stakeholder surveys

### Parents/carers can support regular attendance by:

- Ensuring their child attends the Academy on each day the Academy is open for students, unless there is an authorised reason to be absent. Only the Academy can authorise an absence.
- Informing the Academy via email/telephone message with a reason for an absence on each day of absence.
- Wherever possible arranging all non-emergency medical and dental appointments out of Academy hours or during Academy holidays.
- Keeping the Academy updated by telephone, email or letter of any changes of circumstances. Making sure we always have their current contact numbers; this includes all telephone numbers and emergency contact details.

- If they are leaving the area or changing schools, parents / carers should complete a **leaver's form** (available from Reception).
- Schools and the Local Authority are obliged to track students missing from school. In the majority of instances - absence should only happen:
  - When a child is significantly / symptomatically ill and therefore unfit to attend the Academy. There should be an observable symptom; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences before or after an Academy holiday
  - When there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty
  - If a child has a documented medical condition that hinders regular attendance.
  - If a parent / carer has exceptional circumstances which require them to request to take their child out of the Academy during term time; parents/carers must apply in advance in writing to the Principal using the form that is available on the Academy website. If the leave of absence during term time is deemed unauthorised, the Local Authority may be informed which could result in the Local Authority taking legal action. Chelsea Academy follows the Royal Borough of Kensington and Chelsea's policy that all leave of absence will be recorded as unauthorised, except in exceptional circumstances.

## 6. Responding to student absence

Where possible the Academy will hold three points of contact for each student on the Academy roll.  
*Keeping children safe in education - September 2024*

### First Day absence procedure:

- Parents / carers are required to contact the Academy to report their child's absence before 8.30 am on the day of absence. Parents / carers can report their child's absence either by logging into Edulink or by telephoning the Student Absence Line (0207 376 3019 and then choosing option 1). Parents / carers will be expected to provide an explanation for the absence and an estimation of how long the absence will last (for example, one Academy day).
- If no contact has been made, the Attendance officer has a duty of care and will make contact via text.
- In cases where students are a cause for concern this will be done via a phone call by the most appropriate member of staff (HOY, DSL, SENDCo etc.). Primary contact calls take place in the following priority where the reason for an absence has not been shared.
  - Vulnerable Children
  - Medical needs
  - SEND
  - Identified persistent non attenders
- AM / PM session registers (as appropriate) will be updated by the Attendance officer utilising the correct coding.

### Second Day absence procedure:

- It is the parent/carers' responsibility to notify the Academy if their child is still absent. Please note - this should take place on each day of absence.
- If contact has still not been made with the primary number on the second day of absence, **all other numbers and email addresses should be exhausted.**

### Third Day absence procedure:

- If contact has still not been made on the third day of absence, **all other numbers and email addresses should again be exhausted.**

- If no contact has been made with the parent / carers then a home visit will be conducted by a pair of appropriate members of staff in order to ascertain the student's whereabouts.
- If no contact has been made with the parent/carers then a contact visit referral (CFAN) will be raised to the Royal Borough of Kensington and Chelsea **by the Academy Attendance lead** to ensure the appropriate safeguarding measures have been adhered to.
- A copy of this CFAN will also be sent to the **Designated Senior Attendance Champion** and saved to the child's file on CPOMs.

#### Persistent non attendance procedures:

Once a child's attendance falls to 90% for whatever reason, they are automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a Persistent Absentee. Once a child's attendance falls below 50%, they are termed Severely Absent.

Both scenarios present a severe problem for students. Much of the work they miss when they are off school is never made up, these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE.

- First written communication will be sent to parents/carers **by the HOY or Academy Attendance lead** at the point where a student's attendance falls below the threshold of 91%. Please note - this will not take place during the first half term other than for those students identified as a persistent non attendance concern during the previous academic year (inclusive of concerns raised whilst in Year 6). See Appendix 2.
- Second written communication will be sent two weeks thereafter **by the HOY or Academy Attendance lead** (assuming that parents/carers have not engaged with an offer of support). This second communication will invite parents/carers to attend a scheduled meeting to discuss their child's attendance that can be conducted in person or remotely. Meeting to take place within 5 working days of the letter being sent. See Appendix 2.
- Third written communication to be sent **by the Academy Attendance lead** if scheduled meeting is not attended and no communication has been received from parents/carers to reschedule. This third communication will remind parents/carers of their legal responsibility regarding attendance and inform them of a rescheduled meeting that can be conducted in person or remotely. Meeting to take place within 3 working days of the letter being sent. See Appendix 2.
- Fourth written communication (**Notice to Improve - please see below**) will be sent to parents/carers by the **Designated Senior Attendance Champion** to inform them of the agreed actions from the scheduled meeting (that will be conducted in their absence where necessary). Actions will include the setting of attendance related targets to be monitored during the 4 weeks that follow the meeting. Parents informed that the Academy may issue a penalty notice if the agreed actions are not adhered to and no attempt is made to engage with the academy to put in place necessary support. See Appendix 2.

## 7. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from the Academy, during which the Academy has not been notified of the cause behind such absence.

Immediate action will be taken when there are any concerns that a student might be truanting.

- If the Academy suspects that a student is truanting from the Academy, the student's Head of Year will contact their parent / carer to inform them that the student is not at the Academy and to attempt to ascertain their whereabouts

- If a parent has received a 'Truancy Call' text message but they believe their child should be present at the Academy, they should immediately contact the Academy's Attendance Officer or their child's Head of Year
- Students who are subject to a Child Protection or Child In Need (CIN) Plan, who have a Social Worker, who are in the care of the Local Authority (Children Looked After - CLA) or who are considered to be vulnerable are placed on the attendance 'Red List'. If a student who is on attendance 'Red List' is absent without notification of the reason why / is found to be truanting during the Academy day, their Head of Year will contact their parents / carers immediately to inform them of this. They will also contact the student's Social Worker if they have been unable to make contact with the parent / carer or ascertain from the parent / carer the reason for the absence.

## **8. Missing Children**

Students are not permitted to leave the Academy premises during the Academy day unless they have permission from the relevant member of staff to do so. The following procedures will be taken in the event of a student going missing whilst at the Academy:

- If a member of staff suspects a student is truanting from their lesson / has gone missing from the Academy, they will immediately request 'OnCall - Truancy' support.
- The OnCall member of staff will carry out a thorough search of the Academy (classrooms, toilets, other parts of the Academy site) in order to locate the student
- If the OnCall member of staff is unable to locate the student, the student's Head of Year will be notified
- The Head of Year will contact the student's parent/carer in order to inform them that they are unable to locate them in the Academy and to attempt to ascertain their whereabouts
- If the parents have had no contact from the student, and are unable to ascertain their whereabouts, the parent will be advised to contact the police
- If the missing student has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will also be informed
- When the student has been located, members of staff will care for and talk to the student to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the student has been located
- The Principal will take the appropriate action to ensure that students understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Academy's Behaviour policy
- The Principal will ensure that a full investigation is carried out in order to draw a conclusion as to how the incident occurred. Policies and procedures will be reviewed in accordance with the outcome where necessary

## **9. Supporting students with additional needs**

Awareness of mental health related barriers:

- The Academy is particularly mindful that in some cases students may be absent due to mental ill health or their special educational needs and/or disabilities. We recognise that students may experience normal, but difficult emotions that make them nervous about attending the academy, such as worries about friendships, Academy work and examinations. In these instances, we are committed to providing the additional support required that will allow students to attend regularly.
- The Academy will not routinely ask for medical evidence to support recording an absence as authorised for mental health reasons. This is because, in general, primary care health professionals such as General Practitioners are unlikely to be able to offer such evidence to support one-off absences related to mental health.



- In instances of long-term or repeated absences for the same reason, however, seeking medical evidence may be appropriate to assist in assessing whether the child requires additional support to help them to attend more regularly, and whether the illness is likely to prevent the child from attending for extended periods.

Focused attendance meetings:

Targeted meetings will be chaired by the **Designated Senior Attendance Champion** or by the **Academy Attendance lead**. The focus of all these meetings is to identify students for whom there is concern regarding their attendance, establish any potential barriers and agree (and then track the impact of) appropriate intervention(s).

The range of agreed interventions may include:

- provision of mentoring
- targeted careers advice
- college placements, 1-2-1 tuition or out of hours learning
- or where appropriate an Education, Health and Care Plan or alternative provision

Meeting:	Frequency	Chair:	Attendees:
Year Group attendance meeting	Fortnightly	Academy Attendance lead	Academy attendance lead, HOY, SENDCo (or deputy), Student Wellbeing lead
Attendance Strategy review meeting	Fortnightly	Designated Senior Attendance champion	Designated Senior Attendance champion, Academy Attendance lead, requested stakeholders

Use of part time timetables:

At Chelsea Academy, our standard school week is 33 hours and 40 minutes. Any adjustment to an individual students' timetable that sees them educated on site for less than this duration (excluding time at alternative provision) will be considered as a part time / reduced timetable.

Part time timetables are only be used in exceptional circumstances and can only be approved by the academy's **Designated Senior Attendance Champion** or the Principal, following one of the following:

- Where a student has a serious medical condition that requires an emphasis on recovery time
- Where a student has had an extended period away from the Academy(due to illness, bereavement, prior EHE etc.)
- Where a student is a persistent non-attender / has been acknowledged as an emotionally based school avoider

A part time timetable **CANNOT** be used as a strategy to address the following:

- As an intervention for behavioural concerns
- As an intervention to provide respite in avoidance of a fixed term suspension or permanent exclusion
- Where a student is awaiting a start date at a new school placement
- If requested by a parent without one of the above criteria being met

A part time timetable may only commence once approved by the Principal or Designated Senior Attendance Champion and agreed in writing by the student's parent / carer.

During the period of the part-time/reduced timetable the Academy will:

- Monitor the effectiveness of the part-time/reduced timetable.
- Listen to the voice of the child.
- Arrange and hold regular reviews on the agreed dates.
- Provide work for the child to do whilst at home where appropriate and mark all work completed.
- Acknowledge that on a part-time/reduced timetable, the child is partly absent from the Academy which must be recorded with code C on the registers even if the child completes work at home.
- Work with the parent to ensure the swift reintegration of the child back into full time education.
- Seek the advice of agencies as necessary with the consent of the parents.

Please see APPENDIX 3 for part time timetable referral form

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

The Academy will work closely with the Royal Borough of Kensington and Chelsea to adhere to our responsibilities where parents opt to electively home educate their child. Importantly, the Academy will in no circumstance seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. If the student has a poor attendance record, the Academy and, if appropriate, Local Authority will seek to address the issues behind the absenteeism and use the other remedies available to them in accordance with the provision outlined in this policy. Parents / carers will be informed that RBKC protocol is that any child who returns from EHE to mainstream education, will return to the original school.

### **11. Use of penalty notices: School attendance support service (SASS)**

#### Notice to Improve:

- The academy's **Designated Senior Attendance Champion** will issue a notice to improve via written communication with parents / carers in accordance with our persistent non attendance procedures outlined above. This notice to improve makes clear to parents/carers that this is their final opportunity for a parent to engage with the Academy / appropriate external agency providing support to improve attendance before referral to the school attendance support service where a penalty notice may be issued.

#### Penalty notices:

- From September 2024, Chelsea Academy is required **to consider** the issuing of a penalty notice fine if a student accumulates 10 sessions (half days) of unauthorised absence across a rolling period of 10 school weeks. Please note - this period of 10 weeks can span across different terms and school years.
- The threshold of 10 sessions can be met by any combination of unauthorised absence. As an example where a student has two full days of unauthorised absence and subsequently six instances of arriving late to school and so missing an AM session.
- In the first instance penalty notices will be charged to parents at a cost of £80 - rising to £160 if not paid within 21 days.
- Any second penalty notice will automatically be charged to parents at a cost of £160.
- Please note - a maximum of two penalty notices can be issued to the same parent for the same child within a three year rolling period.

- The Academy will not apply a blanket approach to the issuing or non issuing of penalty notices. The Designated Senior Attendance Champion will make the determination on a case by case basis taking into consideration any relevant mitigating factors as well as the engagement and support of the student's family with the Academy in seeking to address barriers to attendance.

## 12. Working with external agencies (inclusive of the Local Authority)

To facilitate timely collaborative working across partners, the Academy will ensure that information from our registers is shared with the Royal Borough of Kensington and Chelsea in the following instances:

- **New Pupil and Deletion returns:** notifying the LA when a student's name is added to or deleted from the Academy admission register outside of standard transition times.
- **Attendance returns:** providing the LA with the names and addresses of all students of compulsory school age who fail to attend the Academy regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). In agreement with RBKC - this will be no less frequently than once per term.
- **Sickness returns:** providing the LA with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the academy has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the Academy and LA to agree to any provision needed to ensure continuity of education for students who cannot attend because of health needs, in line with the statutory guidance on education for children with health needs who cannot attend the Academy.

In addition:

- The Academy will consider whether additional support from external partners (including the local authority or health services) would be appropriate, and make referrals in a timely manner, working together with those services to deliver any subsequent support. In some cases, this may include a referral for Alternative Provision.
- The Academy may escalate the matter to the Local Authority Attendance Service (this includes unauthorised absence due to significant lateness) for prosecution, where all other routes have failed or are not deemed appropriate. Please see the **persistent non attendance procedures** outlined above.

## 13. Child Missing Education (CME)

- When a child is absent without authorisation for a prolonged period of time without any reason given for their absence, then they are considered to be a 'Child Missing Education' (CME). This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with RBKC's Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate the student.
- Where a child has a Social Worker, we will inform them of absences.

## 14. Use of attendance data

### Mandatory data sharing:

The Academy will comply with the statutory requirement for daily attendance data to be submitted (and the method for submission) to the Department for Education during the 2024 to 2025 academic year.

### Attendance data analysis:

Analysis will be used by the Designated Senior Attendance champion, Senior and Middle leaders to trigger early intervention and support for students and their families. It will also be used to track the attendance of groups of students with particular attention to vulnerable and at risk groups.

- Weekly attendance data is shared with all staff
- Half termly attendance analysis is shared with middle leaders
- Attendance is reported to Governors each term

### Benchmarking against local, regional and national averages:

#### DfE Data

- All schools
- All secondary schools
- All secondary schools (London)
- All secondary schools (RBKC)

### The Academy Admission Register:

The Academy Admission Register, sometimes known as the 'the school roll', will be maintained in accordance with the The School Attendance (Pupil Registration) (England) Regulations 2024

### **Use of attendance coding:**

The Principal will ensure that an attendance register for all students on the Academy roll is taken twice a day: once at the start of the morning session (P1) and once during the afternoon session (P5). A number of codes are used to record whether each student is:

- Present
- Attending an approved educational activity
- Absent (authorised or unauthorised absence)
- Unable to attend due to exceptional circumstances

See Appendix 4 Summary table of available codes to (inclusive of September 2024 updates)

### **15. Granting leave of absence**

We realise that there are rare and unavoidable occasions when there might be a particular problem that causes a student to be absent, such as sudden bereavement, unexpected parental illness, or a family crisis. If this happens, parents / carers should inform the Academy and the matter will be dealt with sympathetically. In order to have requests for a leave of absence considered, the Academy will expect parents / carers to complete the 'Exceptional Leave Request' form and return it to the Academy at the earliest reasonable opportunity. If the absence is likely to be prolonged, parents must write to the Principal directly outlining the reasons.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the Principal will determine the length of time that the student can be away from the Academy. Following such incidents, parents are expected to make any necessary arrangements for their child to return to the Academy.

If term-time leave is not granted, taking a student out of the Academy will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The Academy cannot grant leave of absence retrospectively; therefore, any absences that were not approved by the Academy in advance will be marked as unauthorised.

## **16. Performances and Activities, including Paid Work**

The Academy will ensure that all students engaging in performances or activities, whether they receive payment or not, which require them to be absent from the Academy, understand that they will be required to obtain a licence from the LA which authorises the absence(s).

Additional arrangements will be made by the Academy for students engaging in performances or activities that require them to be absent from the Academy to ensure they do not fall behind in their education. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the student.

The student will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the student would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a student receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the student would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the Academy. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Principal to authorise the leave of absence for each day. The Principal will not authorise any absences which would mean that a student's attendance would fall below 96%. Where a licence has not been obtained, the Principal will not authorise any absence for a performance or activity.

## **17. Management of lateness**

Good punctuality is a prerequisite to good learning and shows respect between student, family and the Academy. Parents remain responsible for their child's punctuality. Arriving late to the Academy on a consistent basis can have longer-term academic effects. Late arrivals are disruptive to the whole class and often embarrassing for the child. If arriving late to the Academy becomes a habit, children may develop the notion that lateness is acceptable behaviour. This belief can negatively impact their future work ethic and employment opportunities.

### Procedure for daily lates:

- Morning registration will take place at the start of the Academy day at 8.40 am. The registers will remain open for 30 minutes.
- Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation.
- In cases, for example, where the absence at the morning session was for attending an early morning medical appointment, the appropriate authorised absence code will be entered upon receipt of supporting evidence.
- All students arriving after 8.35 am must sign in with the Attendance officer.
- With the exception of instances of approved mitigating circumstances - any student who arrives after 8.35am will be issued with a late mark (L code on register). This will lead to the issuing of a same day 60 minute detention (C60) that commences at 3.30pm.

### Procedure for students with identified pattern of lateness:

- Where lateness continues to be a problem, **the Head of Year** will, in the first instance, issue a two week punctuality report.
- Where no noticeable change in punctuality occurs during the course of the two week punctuality report a meeting will be scheduled with parents to discuss barriers to the student's punctuality and agree to any required support.
- Where this meeting fails to bring about a noticeable change in punctuality, instances of arrival after the close of AM registration will be marked as unauthorised absence code 'U' in line with the DfE guidance; this has the value of an unauthorised absence. This may in turn lead the Academy to instigate the **persistent non attendance procedures** outlined above.
- All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information can be made available to the courts in the form of a report should an eventual prosecution be the outcome of repeated lateness.

### **18. Changing School / Removal from roll**

- Parents who remain resident locally can only withdraw their children from the Academy if they have a confirmed start date at another school or are undertaking to educate the child at home
- If a student moves school, parents/carers should inform the Academy as soon as possible. A student will not be removed from the Academy roll until the following information has been received and investigated:
  - the date the student will be leaving the Academy and starting the next school
  - the address of the new school
  - a new home address if appropriate
- The student's records will then be sent to the new school. In the event that the Academy has not been informed of the above information, the family will be referred to the LA / Child Missing in Education Officer (CME).

**Appendix 1 – Stakeholder responsibilities**

a) **Wave 1** 92% and above.

Learning Coach	Head of Year	Attendance Officer	Academy Attendance Lead	CL + Classroom Teachers
<p><b>Daily:</b> Advise students of missed / reallocated detentions due to absence.</p> <p><b>Weekly:</b> LCs will receive the attendance report from the HOY each week for their coaching group- displaying those students with an outstanding 'N' code.</p> <p><b>Weekly:</b> LCs to use coaching time to speak to students in order to follow up on students who have been marked 'N' to ascertain reasons for absence and request a parent / carer note.</p> <p><b>Weekly:</b> Where a note is not collected LCs to make parent/ carer phone calls to clear all 'N' codes for the week.</p> <p><b>Weekly:</b> Students who have attended every day in a week, on time, receive x1 achievement point - To be added to SIMS weekly.</p> <p><b>Weekly:</b> LCs to discuss any punctuality issues with students. Phone calls / emails home where required.</p>	<p><b>Daily:</b> HOY to make first contact with (agreed) vulnerable students who do not arrive at the Academy (identified on the 'Have You Seen' list) HoY to contact attendance admin where contact was not made in order for admin to continue ascertaining the reason for student absence.</p> <p><b>Weekly:</b> Share student lists with 'N' codes with LCs. LCs will then follow up on all outstanding 'N' codes from the previous week.</p> <p><b>Weekly:</b> Communicate with teachers through staff briefings / email if a vulnerable student is returning and we need to support, or if a student is returning from absence (for example, an exclusion) and needs catch up work provided where a student was unable to complete work provided on google classroom during their period of absence.</p>	<p><b>Daily:</b> Update SIMS with absences (from messages left).</p> <p><b>Daily:</b> Issue HYSL in advance of 10.30am (coaching time).</p> <p><b>Daily:</b> To contact teachers who have not updated their registers during P1 / P5 to ensure they are accurately completed.</p> <p><b>Daily:</b> Update Daily attendance tracker prior to the end of the academy day.</p> <p><b>Daily:</b> Updating registers from paper registers returned to the office (where required).</p> <p><b>Daily:</b> Update SIMS when someone signs out- check evidence has been provided prior to student signing out.</p> <p><b>Daily:</b> To ensure we have reasons for all absence- 'N' codes are clear at the end of each week.</p> <p><b>Daily:</b> To apply red flags to SIMS where students are not on timetable due to in academy intervention / student leadership duties / parent meetings etc.</p>	<p><b>Daily:</b> Monitoring of attendance and punctuality to identify patterns and share/ discuss with HoY.</p> <p><b>Weekly:</b> Chase up students who have left and need to come off-roll, as part of mid-term admissions and exits.</p> <p><b>Ongoing:</b> Where appropriate inform any partner agencies of student absence.</p>	<p><b>Weekly:</b> If a student has been absent, be positive on their return. Praise them for being in the Academy.</p> <p><b>Weekly:</b> Ensure work is shared on google classroom area in order for students to access work from home where reason for absence allows them to do so.</p> <p><b>Weekly:</b> Share hard copies of work to be sent home where students do not have access to IT equipment/ internet.</p> <p><b>Ongoing:</b> Ensure that students can access / have the work needed to catch up on what they have missed on their return to the academy (coordinated by HOY and SENDCo as appropriate).</p>

<p><b>Ongoing:</b> LCs lead attendance reflection and target setting session(s) as part of the Pastoral curriculum</p> <p><b>Ongoing:</b> LCs to regularly discuss the importance of excellent attendance and punctuality.</p>	<p><b>Weekly:</b> Monitor year team SIMS to ensure attendance based achievement points are being shared consistently by the LC team.</p> <p><b>Ongoing:</b> Proactive in contacting parents/ carers of vulnerable students in the build up to what can be deemed as stressful periods in the student calendar (exams, periods / where peer issues have been raised / anxiety around school attendance) HOYs to discuss with parents support that can be added to ensure good attendance and alleviate stress for the student.</p> <p><b>Half termly:</b> HOY to ensure that all 'N' codes are cleared before the end of each half term.</p> <p><b>Half termly / termly:</b> HoY to share attendance and punctuality awards / recognition via celebration assemblies.</p>	<p><b>Half termly / termly:</b> AO to share attendance and punctuality data with HoY for awards in celebration assemblies.</p>		
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b) **Wave 2 Attendance** <91%

Head of Year	Curriculum Leaders	Academy Attendance Lead / DSL	Attendance Officer
<p><b>Weekly:</b> Follow up on any issues that arise from phone calls admin makes.</p>	<p><b>Ongoing:</b> Standing item on curriculum time agendas to discuss actions around identified students</p>	<p><b>Fortnightly:</b> Meeting with HOY to review case load of high level PA (and any students on agreed p/t timetables)</p>	<p><b>Weekly:</b> under 90% attendance letters to be collated and sent as advised by the HOY &amp; AAL.</p>



Head of Year	Curriculum Leaders	Academy Attendance Lead / DSL	Attendance Officer
<p><b>Fortnightly:</b> Meet with Attendance Lead to review attendance and punctuality of year group. Agree actions for those students identified as being at risk of PA status.</p> <p><b>Ongoing:</b> Phone call/ contact with parents/ carers to share concerns/ identify reasons for low attendance.</p> <p><b>Ongoing</b> Hold meetings for those students whose attendance continues to deteriorate.</p> <p><b>Ongoing:</b> Devise and review action plans for students who are a cause for concern.</p> <p><b>Ongoing:</b> Work with SENDCo (as appropriate) and relevant CLs to put in place an action plan for PA re-integrations.</p> <p><b>Ongoing:</b> where appropriate inform any partner agencies of student absence.</p> <p><b>Ongoing:</b> Issue first communication (and subsequent) letters for those below 90%</p> <p><b>Ongoing:</b> where required - 4 week targets to be set and review date shared.</p> <p><b>Ongoing:</b> Where 4 week target has failed- review-target extended depending on circumstances for absence/ EWS referral where required.</p>	<p>who are regularly missing lessons. Plans in place to ensure gaps do not appear where absence is a concern.</p>	<ul style="list-style-type: none"> <li>• ensure consistency of response</li> <li>• track appropriate escalation</li> </ul> <p><b>Fortnightly:</b> Confirm agenda for HOY fortnightly meetings.</p> <p><b>Fortnightly:</b> Benchmarking against national data:</p> <p><b>DfE:</b> All schools, all secondary, all London, RBKC – included in HT attendance report</p> <p><b>Half termly:</b> Present attendance and behaviour report to Governors.</p> <p>For high risk / vulnerable students - DSL will manage / monitor and discuss intervention on return to the Academy.</p> <p><b>Weekly:</b> Liaising / meeting with parents / carers to agree a resolution and support both in school and via external agencies.</p> <p><b>Weekly:</b> Home visits where required.</p> <p><b>Weekly:</b> Working with outside facilitators i.e. Early Help / CAMHS</p>	<p><b>Weekly:</b> unauthorised term time leave letters sent as advised by HOY / AAL.</p>

c) **Wave 3** - 70% and under

Head of Year	Academy Attendance Lead / DSL	SENDCo	LT / Gov
<p><b>Fortnightly:</b> Meet with AAL to review attendance and punctuality of year group. Agree actions for those students who have fallen under 70% attendance.</p> <p><b>Ongoing:</b> Liaising with parents and carers to ensure work is being shared/ support offered is in place and students are engaging.</p> <p><b>As required:</b> Issue second communication (and subsequent) letters for those below 70% (in agreement with AAL).</p> <p><b>Ongoing:</b> Liaising with LA regarding identified PA students</p>	<p><b>Fortnightly:</b> Meeting with HOY to review case load of high level PA (and any students on agreed p/t timetables)</p> <ul style="list-style-type: none"> <li>● ensure consistency of response</li> <li>● track appropriate escalation</li> </ul> <p><b>Ongoing:</b> Work with SENDCo (as appropriate) and HoY to put in place action plan for PA re integrations</p> <ul style="list-style-type: none"> <li>● Outline role of all stakeholders including HoDs, class teacher, LC etc.</li> </ul> <p><b>Half termly:</b> Host six (one per HT) hard to reach coffee mornings</p> <ul style="list-style-type: none"> <li>● determine who is invited</li> <li>● ensure follow up</li> <li>● train appropriate staff in how to conduct discussions</li> </ul> <p><b>Ongoing:</b> Liaising with LA regarding identified PA students</p> <p><b>Ongoing:</b> Liaison with SENDCo and DSAC to determine where alternative provision may be required to best support the needs of students who are not engaging with provision (following reasonable adjustments).</p> <p>For high risk/ vulnerable students - DSL will manage/ monitor and discuss intervention on return to the academy.</p> <p><b>Weekly:</b> Liaising/ meeting with parents/ carers to agree a resolution and support both in school and via external agencies.</p> <p><b>Weekly:</b> Home visits where required.</p> <p><b>Weekly:</b> Working with outside facilitators i.e. Early Help / CAMHS</p>	<p><b>Ongoing:</b> ensure that all classroom teachers are aware of appropriate strategies to best support identified learners in engaging with the curriculum (and so mitigating anxiety related absence).</p> <p><b>Ongoing:</b> Liaison with AAL and DSAC to determine where alternative provision may be required to best support the needs of students who are not engaging with provision (following reasonable adjustments).</p>	<p><b>Half termly:</b> LT/ Gov parent/ carer meetings where required.</p>

## Appendix 2 – Written communication Templates

### Template Letter 1 – below 90% - first communication

Date

Name and address of parent

Dear Parent

**Re: Child Name: xxx Current Attendance      DOB: xxx**

We have noticed that <forename's> attendance has fallen in recent weeks so that it now stands well below the 95% minimum target we set for all students at Chelsea Academy. I have enclosed a copy of <forename's> attendance record so that you can view a detailed breakdown of their absence from the Academy.

We set 95% attendance as a minimum requirement as this equates to 10 days of absence across an academic year and thus two weeks of missed learning time. Regular attendance is extremely important as missing school can have an impact on learning and as I am sure you are aware, it is a legal requirement.

If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place. If there are any particular circumstances that the Academy may not be aware of which is having an influence on <forename> attending I regularly or if you are concerned about their attendance, please do not hesitate to contact me.

Please be assured that we want to work in partnership with you to identify and resolve any barriers that may be contributing to <forename's> current attendance as we know that by together with you we can make a difference. We will continue to monitor <forename's> attendance and I look forward to seeing an improvement.

Yours sincerely

Head of Year / Academy Attendance Lead

Enclose Record of attendance

Template Letter 2 – Ongoing attendance concern – Second communication

Two weeks after first letter (Assumes parents / carers did not engage with offer of support from letter one)

Date

Name and address of parent

Dear Parent

**Re: Child Name:** xxx **DOB:** xxx

I am writing to advise you that following our previous communication <forename's> Academy attendance is causing concern as it has fallen to <percentage%> and as a result we are becoming worried that <forename> is missing a significant part of their learning. I have enclosed a copy of <forename's> attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

We set 95% attendance as a minimum requirement as this equates to 10 days of absence across an academic year and thus two weeks of missed learning time. Regular attendance is extremely important as not attending the Academy can have an impact on learning, and as I am sure you are aware it is a legal requirement.

If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place. If there are any particular circumstances that the Academy may not be aware of which is having an influence on <forename> attending school regularly or if you are concerned about their attendance, please do not hesitate to contact me.

Please be assured that we want to work in partnership with you to identify and resolve any barriers that may be contributing to <forename's> current attendance as we know that by together with you we can make a difference. To move forward with an agreed plan of how we can best support <forename> in improving their attendance in the weeks ahead I would like to invite you into the Academy for a meeting.

The following appointment has been made: **Insert Date at Insert time**

I would be grateful if you could confirm your attendance, however if this appointment is not suitable, please contact me to arrange an alternative time. Please let me know if you would prefer for this to be scheduled as a remote meeting via Google Meet.

We will continue to monitor <forename's> attendance and I look forward to seeing an improvement.

Yours sincerely

Head of Year / Academy Attendance Lead

Enclose Record of attendance

Template Letter 3 – Ongoing attendance concern – Parent failure to engage – Third communication

Sent if meeting not attended / no attempt to re schedule

Date

Name and address of parent

Dear Parent

**Re: Child Name:** xxx    **DOB:** xxx

I am writing to advise you that following the missed attendance meeting on <Insert date> we have not been able to establish and agreed action plan with you to improve <forename's> attendance. <Forename's> attendance now stands at <percentage%>. We remain concerned that <forename> is missing a significant part of their learning. I have enclosed a copy of <forename's> attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the Academy at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice Fine being issued against you and/or legal proceedings being considered.

Please note if 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. Where a parent takes a child out of the Academy during term time for an extended period (20 days or more), not authorised by the Academy, prosecution in relation to Section 444 Education Act 1996, may also be considered.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support <forename> in making good progress. I hope that you will work with us to improve <forename's> attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

The following appointment has been made: **Insert Date at Insert time**

I would be grateful if you could confirm your attendance, however if this appointment is not suitable, please contact me to arrange an alternative time. Please let me know if you would prefer for this to be scheduled as a remote meeting via Google Meet.

We will continue to monitor <forename's> attendance and I look forward to seeing an improvement.

Yours sincerely

Head of Year / Academy Attendance Lead

Enclose Record of attendance

Template Letter 4 – Follows parent contract meeting – adapt for parental attendance / non attendance

Date

Name and address of parent

Dear Parent

Re: Child Name:           xxx     DOB: xxx

I am writing following the Parenting Contract Meeting which was held in your absence on xxx at xxx.

As you did not attend the meeting I am setting a target/s for <forename> which are as follows:

- 90% or above attendance target over the next 4 Academy weeks monitoring period (insert dates)
- All absences due to self-limiting illness, including repeated self-limiting illness, will only be approved where medical evidence is provided.
- Prompt communication when <forename> will be absent. Parents should contact the Academy by 8.35am as per the Academy Attendance Policy

To support <forename> in meeting the above targets the interventions / support outlined below will be put in place from (insert date) until (insert date)

If targets are not met or unlikely to be met within the four weeks monitoring period, then the case is likely to be referred to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996. This may result in a fine of up to £2500 and/or three months in prison.

We remain committed to supporting <forename> in making good progress and I hope that you will work with us to improve <forename's> attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

It is important that if you have any questions or queries please contact me on the number above.

Yours sincerely

Mr David Eagleton, Vice Principal

Enclose Record of attendance

**Appendix 3 –Part time timetable referral checklist**

- Our standard school week is 33 hours and 40 minutes
- Anything less than 25 hours per week is considered a part time / reduced timetable

A reminder that a part time timetable should only be used in exceptional circumstances following one of the following:

- Student has a serious medical condition that requires an emphasis on recovery time
- Student has had an extended period out of school (due to illness, bereavement, prior EHE etc.)
- Student is a persistent non-attender / has been acknowledged as an emotionally based school avoider

A part time timetable CANNOT be used as a strategy to address the following:

- As an intervention for behavioural concerns
- As an intervention to provide respite in avoidance of a FTS or PEx
- Student is awaiting start date at a new school placement
- If requested by a parent without one of the above criteria being met

The following referral form is to be completed by the relevant Head of Year. A part time timetable may only commence once approved by the Principal or Designated Senior Attendance Lead and agreed in writing by the student’s parent / carer.

Student name:				
Year group:				
Current Attendance:		PPG (Y/N)	EAL (Y/N)	SEN (Y/N)
Rationale for part time timetable. How will this address the identified concern?				
Proposed adaptations to standard Academy week of 33 hour and 40 minutes				
Has an Early Help assessment been conducted?	(Y/N)	(Where appropriate)  What wider needs have been identified?  What support from external agencies can be put in place?		
Where the student has an EHCP – has advice been sought from RBKC LA SEND Service	(Y/N)	(Where appropriate)  What recommendations have been made in relation to the implementation of a part time timetable?		
Has a risk assessment been completed for the	(Y/N)	Please attach hyperlink to document / affix as Appendix A		

times that the student is not on Academy premises?		
Has a reintegration plan been designed and shared with parents – making explicit the provision that will be in place at the end of the part time timetable	(Y/N)	Please attach hyperlink to document / affix as Appendix B
Proposed start date for part time timetable:		
End date for part time timetable	<b>(No more than six school weeks after start date)</b>	
Agreed date for review meeting (recommended after three weeks from start date)	Please note that this may be conducted remotely where preferable	
Approved by Principal / Designated Senior Attendance Champion:	During the period of the part-time/reduced timetable the Academy will: <ul style="list-style-type: none"> <li>● Monitor the effectiveness of the part-time/reduced timetable.</li> <li>● Listen to the voice of the child.</li> <li>● Arrange and hold regular reviews on the agreed dates.</li> <li>● Provide work for the child to do whilst at home and mark all work completed.</li> <li>● Acknowledge that on a part-time/reduced timetable, the child is partly absent from the academy which must be recorded with code C on the registers even if the child completes work at home.</li> <li>● Work with the parent to ensure the swift reintegration of the child back into full time education.</li> <li>● Seek the advice of agencies as necessary with the consent of the parents.</li> </ul>	
	Signed:	Date:
Approved by parents:	I understand my child has been placed on a part-time/reduced timetable for a limited period. I have discussed the matter fully with the Academy and agree, during the period of the part-time timetable to: <ul style="list-style-type: none"> <li>● Take full responsibility for my child during the hours when not attending the Academy.</li> <li>● Work with the school on the reintegration of my child back into the Academy full time.</li> <li>● Ensure there is supervision of work.</li> <li>● Ensure there is a flow of work between the Academy and home for marking and guidance.</li> <li>● Take full responsibility for the health and safety of my child when they are not in the Academy.</li> </ul>	
	Signed:	Date:



**Appendix 4 – Attendance codes**

<b>Codes</b>	<b>Description</b>	<b>Meaning</b>	<b>Physical Meaning</b>
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (no Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
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 registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J1	Interview	Approved Education Activity	Out for whole session
K	Attending education provision arranged by the local authority		
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
Q	Unable to attend the school because of a lack of access arrangements		
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to students & staff	Attendance not required	Out for whole session
Y4	Enforced closure	Attendance not required	Out for whole session
Y1	Unable to attend due to transport normally provided not being available		

<b>Codes</b>	<b>Description</b>	<b>Meaning</b>	<b>Physical Meaning</b>
Y2	Unable to attend due to widespread disruption to travel		
Y3	Unable to attend due to part of the school premises being closed		
Y5	Unable to attend as student 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		
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Prospective student not on admission register	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session