



Leigh Academy
Tree Tops

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Attendance Policy

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Revision Log (last 5 changes)

Date	Version Number	
31/08/23	1.2	Reviewed & reformatted Amendments to 'Responsibility of parents and carers'
12/01/24	1.3	Reviewed Amendments to 'Removing a Pupil from Role'
28/08/2024	1.4	Amendments as Government regulations have been updated and changed
30/09/2024	1.5	Amendments to 'Admission Register' & reformatted
30/09/2025	1.6	Amendments to 'PA' persistence absence

Attendance Policy

Leigh Academy Tree Tops adheres to the principles and guidance as set out in the DfE publication, "Working together to improve school attendance." August 2024. The Senior Leader responsible for the strategic approach to attendance is Principle Miss Denise White.

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

At Leigh Academy Tree Tops we are committed to provide a full and efficient educational experience to all students and we recognise this can only be achieved by supporting and promoting excellent school attendance for all.

Excellent attendance and punctuality is fundamental to a productive and successful education and career. We therefore actively promote and encourage 100% attendance by all of our pupils.

Aims:

Through this policy we aim to:

- Raise pupils' attainment and progress through high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all pupils, apart from those with chronic health issues.
- Raise awareness for parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education (It is a legal responsibility to ensure your child has good attendance).
- Work in partnership with parents, carers, pupils and the Education Welfare Services.

Responsibility of parents and carers:

Children who are persistently absent or late fall behind in their learning. Children who are frequently absent from school develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations both now and in the future.

If your child's attendance drops below 96% in any term you will receive communication from the attendance team, please refer to the '**Attendance: Intervention Escalation Plan**' for further details.

Academy Day

It is the responsibility of the parent / carer:

- To ensure that their child arrives at school on time. The academy day starts at 9:45am for all year groups. Pupils who arrive after 9:00am will be recorded as late to school (L code). The registers close at 9:05am and after this, lateness is recorded as an unauthorised absence (U code). The afternoon begins at 1:00pm for all year groups. All pupils are expected to be in their classroom ready to learn at this time.

Absence:

It is the parent / carer's responsibility:

- To notify the school every day their child is absent before 9:30am or as soon as possible by contacting the school office on 01622754888.
- To ensure that as far as possible, medical appointments are arranged for outside of school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance and the children should attend school before / after the appointment.

Illness / Medical absence:

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card or a consultant letter.

The school will automatically ask you to fill out a medical form to provide details of your child's illness.

Absence for Holidays:

Parents / carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education. If parents / carers decide to take a holiday during term time their child's absences will be marked as unauthorised. A fixed penalty notice could be issued by the Local Authority for unauthorised holiday absence during term time. If your child incurs 10 sessions of unauthorised absence in a six-school week period, a penalty notice may be issued resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance. Please see the guidance from the DfE - Working Together to Improve School Attendance.

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Absence for other reasons:

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement may be authorised by the Principal. These requests must be discussed with the Principal well in advance of the absence period. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

Unexplained absence:

When a child is repeatedly absent and no satisfactory reason is given, the parent / carers will be investigated and may be liable for prosecution and / or a fine from the Local Authority.

Regular monitoring is carried out by the school and by the Education Welfare Officer. Children who have repeated unauthorised absences will be contacted by the school or the Education Welfare Officer and may be invited into an attendance meeting to discuss

absences.

Persistent Absence:

A pupil is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The academy will consider pupils below 96% at risk. Pupils who fall into either of these categories will be monitored by the academy.

A referral may be made to the local authority attendance service should attendance remain poor after academy and trust Interventions. The following outlines the procedure taken by the Academy if attendance falls below 90%.

Attendance falls below 90%

Letter sent informing parents including information regarding penalty notice and referral to local authority

Attendance monitored

If attendance doesn't improve or continues to deteriorate a second letter will be sent requesting a meeting with the parent

If parent fails to attend a further letter will be sent explaining the next step (a request will be made for a penalty notice to be issued if 10 or more sessions unauthorised absence or a referral will be made to the local authority)

If parent attends meeting, discussions will take place regarding attendance, identifying outside agencies for support

Penalty Notice Offences:

*If a child of compulsory school age who is registered pupil at a school fails to attend regularly at the school, any person who has parental responsibility for the child or who has care of the child, as set out in **section 576 of the Education Act 1996** may be guilty of an offence under **S.444 Education Act 1996**. The offences under the Education Act 1996 also include when a pupil is accessing alternative provision.*

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

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

*In both instances failure to pay the penalty in full at the end of the 28-day period may result in **prosecution** by the Local Authority.*

*In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. **A referral will be made to the Local Authority** who will*

consider the case for prosecution.

Children missing in education:

If a child is absent (unexplained) for at least 5 consecutive days, the Education Welfare Officer will be notified and a home visit may be carried out.

Persistent Latecomers:

Children who repeatedly attend school late after 9:00am will be brought to the attention of the Education Welfare Officer. Warning letters will be issued to the parents / carers of these children and a fixed penalty notice may be issued.

Unacceptable reasons for absence include and are not limited to:

- Overslept
- No uniform
- Parents ill health
- Car broke down
- School work is too hard
- Not returning to school after a dental or medical appointment

If your child is regularly absent for any of these reasons their absence will be marked as unauthorised.

Admission Register

- We will only enter pupils on the admission register where we have received written confirmation that the person with control of the pupil's attendance has accepted the school place.
- Where the local authority has offered a place at the school but no written confirmation of acceptance has been received from the person with control of the pupil's attendance, we will write to the local authority requesting evidence in writing and will not enter the pupil onto the admission register until this has been received. If written confirmation is not received within 10 school days, the offer of a place will be withdrawn and offered to another pupil in accordance with our Admissions Policy.
- We will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.
- Where a pupil does not attend on the agreed date, we will send a letter to the person with control of the pupil's attendance asking them to confirm in writing within 10 school days that they wish to take up the place. If written confirmation is not received within 10 school days, the pupil's name will be removed from the admission register and the place offered to another pupil in accordance with the admission policy.

Removing a Pupil from Roll

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

- The pupil has not attended the school within the ten school days immediately after the end of the period of leave and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.
- The pupil has been continuously absent from the school for at least twenty school days and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.
- <https://www.legislation.gov.uk/ukxi/2024/208/regulation/9/made>

Exclusion

A penalty notice can only be issued where an excluded child is found in a public place during school hours of days 1-5 of any fixed term or permanent exclusion. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

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Penalty notices:

Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

Education for Health Needs Including Mental Health

The Academy will operate according to its statutory duties under section 19 of the Education Act 1996 and DFE:

Education for children with health needs who cannot attend school (DFE: Education for children with health needs who cannot attend ...).

The Academy will refer to the Local Authority regarding alternative provision where a student cannot attend school full-time for 15 days or more, consecutive or otherwise, due to a physical or mental health need and cannot access full-time education.

Under the Education (Pupil Registration) (England) Regulations 2006, a school may only remove the name of a pupil who is unable to attend school because of additional health needs from its roll in specific circumstances, which include where: - the pupil has been certified by a medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.