



Lumen Academy

Embrace Educate Empower

Attendance Policy

Policy Date: September 2024

Review Date: September 2025

Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	

1. Aims

Lumen Academy are committed to meeting the obligation with regards to school attendance through our whole-academy culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to a timetable appropriate to their needs
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend the agreed timetable as well as promote and support punctuality in attending lessons and sessions.

Attendance is vital for progress. Many students who attend Lumen Academy have had low attendance in previous educational settings, have become disengaged in learning and have large gaps in their learning. Regular attendance will enable students to take full advantage of their placement at Lumen Academy and prepare for successful reintegration.

We expect every student to attend every session unless there is a legitimate reason for absence.

We will work closely with the commissioning school to ensure students and parents are fully supported with any attendance issues and barriers to learning.

2. Legislation and Guidance

This policy meets the requirements of the [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

[The Education Act 1996](#)

[The Education Act 2002](#)

[The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

3. Roles and Responsibilities

3.1 The Director

The Director is responsible for:

- Monitoring attendance figures for the whole academy on at least a termly basis
- Regularly reviewing and challenging attendance data
- Making sure academy leaders fulfil expectations and statutory duties
- Holding the Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

- Implementing this policy at Lumen Academy
- Establishing and maintaining an effective culture of attendance at the academy
- Monitoring academy-level absence data and sharing with advisory board
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implement attendance strategies
- Issuing fixed-penalty notices, where necessary
- Agreeing any part-time timetables within the academy

3.3 The Designated Senior Leader responsible for attendance

The Designated Senior Leader is responsible for:

- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of attendance data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Coordinating targeted intervention and support to students and families

The designated senior leader responsible for attendance is the Designated Safeguarding Lead, Zoe Thomas, who can be contacted on 02475094179 or via email zoe.thomas@lumenacademy.co.uk

3.4 The Attendance Officer/Administrator (Mentor till post is advertised)

The Attendance Officer / administrator is responsible for:

- Daily monitoring of attendance at an individual student level
- Daily absence calls
- Daily reporting of individual student attendance to commissioning schools
- Monitoring and analysing attendance data at school and individual student level
- Reporting concerns about attendance to the designated senior leader responsible for attendance.
- Written communication with parents/carers regarding attendance issues
- Arranging calls and meetings with parents/carers to discuss attendance issues
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the appropriate member of staff to provide them with more detailed support on attendance

The Attendance Officer/Administrator can be contacted on 02475094179 or via email contact@lumenacademy.co.uk

3.5 Support staff

Mentor of every student will work closely with the commissioning school, staff and other professionals to improve school attendance and provide support to improve any barriers to learning and attending the Academy.

The mentor can assess and intervene at an early stage before issues arise and cases become more complex. This will include regular home visits, meetings and assessments so that families can be provided with the most appropriate support.

Each mentor can be contacted on 02475094179

3.6 Class teachers

Class teachers are responsible for:

- Reporting and calling for a member of staff if a student has not arrived to a lesson on time
 - Teachers should set expectations regarding attendance and communicate to their students in form to give praise where attendance has improved
 - Liase with the DSL and mentor where they feel attendance may be a concern

3.7 Parents / carers

Parents / carers are expected to:

- Make sure their child attends every session on time
- Call the academy to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the academy with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with any support offered by the academy and Local Authority to improve attendance and outcomes for their child and help them understand any barriers to attendance.

3.8 Students

Students are expected to:

- Arrive at academy every day on time
- Attend every session punctually
- Be prepared for learning, in line with the academy policy

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the every period of each learning day. It will mark whether every student is:

- Present
- Late
- Attending an approved off-site educational activity
- Unauthorised Absent
- Doctors Appointment
- Meeting
- Intervention

See Appendix 1 for the attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in academy between 9:00 and 9:30 am on each academic day.

See 4.4 for lateness and punctuality.

4.2 Unplanned absence

The student's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 9:00 am or as soon as practically possible by calling the school on 02475094179

If a child fails to attend academy and the academy has had no correspondence, a telephone call will be made to the parent/carer requesting the reason for absence. If unable to get in contact then a text message will also be sent.

We will mark absence due to illness as authorised unless the academy has genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the academy may ask the student's parent/carer to provide medical evidence, such as a doctor's note / prescription / appointment card / other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the academy in advance of the appointment and medical evidence is provided.

However, we encourage parents/carers to make medical and dental appointments out of learning hours where possible. Where this is not possible, the student should be out of academy for the minimum amount of time necessary. We will only authorise either AM or PM sessions for medical appointments unless we agree that a full day is required.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence (see Section 5 for information regarding whether the academy can authorise such absences).

4.4 Lateness and punctuality

A student who arrives late before the register has closed will be marked as late, using the appropriate code.

A student who arrives late after the register has closed will be marked as absent, using the appropriate code.

Attendance of a student accessing a bespoke timetable will be recorded in accordance with their agreed timetable.

Arriving regularly late to academy is not full time education and can incur a Penalty Notice if lateness is contributing to poor attendance.

4.5 Following up unexplained absence

Where any student we expect to attend academy does not attend, or stops attending, without reason, the academy will:

Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, the academy will:

- Send a text message to the parent requesting reason for absence.
- Alert the commissioning school so that they can conduct a home visit
- Alert the Mentor
- Contact the police if safeguarding concerns are raised and if a student's safety plan or risk assessment includes this action
- Complete a multiagency request for support if deemed necessary.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for the absence is ascertained (this will be no longer than 5 working days after the session)
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary
- If the absence continues, the academy will alert the commissioning school so that they can consider legal intervention with the Local Authority.

4.6 Reporting to parents/carers

Attendance reports are provided to parents/carers in half-termly review meetings.

If a student's attendance is a cause for concern or is reducing then parents/carers will be informed accordingly in an attempt to support an increase in attendance.

4.7 Reporting to commissioning schools

Daily reports confirming individual attendance / absence are made to commissioning schools (to the contact provided by the school).

An attendance certificate will be emailed to the commissioning school on a fortnightly basis.

The Mentor will aim to work closely with the school to improve barriers to learning.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. Any leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

The Principal may require evidence to support a request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical / dental appointments (see sections 4.2 and 4.3 for more details)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when the traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the student is attending educational provision.
- Study leave – study leave is not granted by default and is only granted to select students in Y11 if appropriate. Provision will still be made for students who wish to revise on site.

5.2 Legal sanctions – From September 2024

- The academy will inform the local authority who can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory school age.
- If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days per child. The payment must be made directly to the local authority.

- Only two fines can be issued to the same parent for the same child within a three year rolling period, with any second notice automatically charged at £160.

‘Notices to improve’ will be the final opportunity for parents to engage in support and improve attendance before a Penalty Notice is issued.

Schools will have to consider fines if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

Failure to secure regular attendance at school or an alternative provision may lead to fines up to £2,500.

Penalty notices can be issued by the local authority officer or the police.

The decision on whether to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a 10 week period.
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute.

6. Strategies for promoting attendance

The importance of good attendance is outlined at our induction meeting and where appropriate, an individual attendance target is agreed.

Pastoral team review students’ attendance with them on an individual basis, identifying any barriers to attendance and strategies to address these.

We recognise and celebrate positive or improved attendance with certificates and rewards (eg: prizes or trips).

Our aim is to work with parents/carers to support their child’s attendance. We hold meetings with parents/carers to support with their child’s attendance at academy and offer support to students and their families.

We understand that barriers to accessing education are wide and complex, within and beyond the academy gates and we aim to signpost and support access to any required services in the first instance. We will take an active part in multi-agency support and will refer to Early Help Services if required.

7. Attendance monitoring

Attendance is monitored on a daily basis and reviewed on a weekly basis.

7.1 Monitoring attendance

The Academy will:

- Contact all parents for an initial discussion if attendance falls below 93%
- Issue a stage one letter of concern if your child's attendance falls below 92%.
- Arrange a meeting with parents and student to discuss barriers to attendance and offer support.
- Issue stage two letter if attendance falls below 90%
- Formally monitor attendance and absence data weekly, half-termly, termly and yearly across the academy and at group and individual student level
- Identify whether there are particular groups of children whose absences may be cause for concern

7.2 Analysing attendance and using data to improve attendance

The academy will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Use data to monitor the impact of any interventions put in place in order to evaluate them and inform future strategies
- Present attendance data to the advisory board on a regular basis

7.3 Reducing severe and persistent absence

Persistent absence is where a student misses 10% or more of academy sessions.

Severe absence is where a student misses 50% or more of academy sessions.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of students who are persistently or severely absent, or considered to be vulnerable, to discuss attendance and engagement at school
- Use information gathered in attendance meetings to identify barriers to attendance and strategies to address these
- Provide access to wider support services to remove the barriers to attendance
- Keep parents/carers informed of their child's attendance

If a student's attendance drops below 90% and direct communication and support with parents/carers has not had the desired effect of increasing their child's attendance, a stage 2 letter will be issued highlighting the concerns surrounding attendance.

If absences continue and no improvement has been made during the review period a 'Notice of Improvement' will be sent to parents/carers explaining that the academy has significant concerns regarding their child's attendance and this will be a final warning before a fine is issued. Parents/carers will also be invited into an attendance meeting with the commissioning school present. The aim of this meeting will be to discuss reasons for the student not attending academy and strategies to support increasing attendance or attending identified timetables.

If attendance does not improve over a 10 week period and unauthorised absences continue then the commissioning school will be advised to start legal intervention.

If a student is absent from academy for 8 days over a rolling 2 week period or for 5 consecutive school days, parents/carers will be invited into an attendance meeting.

If a student's attendance deteriorates over a period of 2 to 3 weeks, parents/carers will be invited into an attendance meeting.

If a student does not attend the academy for 15 consecutive school days without authorisation of the absence, a placement panel meeting will be held to review whether this is an appropriate placement for the student. If the absence is due to medical reasons then a referral to the Local Authority will be required.

8. Policy review arrangements

This policy will be reviewed by a member of the Senior Leadership Team as guidance from the DfE is updated, and as a minimum annually.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part – time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

K	Education provision	Attending education provision arranged by the local authority
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Q	Access arrangements	Unable to attend school because of a lack of access arrangements
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Unable to attend due to exceptional circumstances	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to exceptional circumstances	Unable to attend due to widespread disruption to travel

Y3	Unable to attend due to exceptional circumstances	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to exceptional circumstances	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend due to exceptional circumstances	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend due to exceptional circumstances	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to exceptional circumstances	Unable to attend because of any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Student Absence Procedures

Commissioning schools are notified of individual attendance / absence daily.
Commissioning schools monitor student attendance and follow their procedures for home visits and addressing persistent / severe absence, liaising with Lumen Academy around these actions.

First day of absence:
If parent/carer has not contacted academy, phone call made to parent/carer.
If parent/carer cannot be contacted, phone call made to other named emergency contacts.

If parent/carer does not know where child is or staff have a concern regarding the reason provided for absence (risk factor) – DSL informed.

If staff are concerned that the reason provided for absence may not be genuine – Principal informed.

If student is deemed to be a vulnerable child – commissioning school advised to carry out a home visit and to feed back to DPA.

If student is on a CP/CIN plan or is LAC – email sent to notify social worker of absence (on each day of absence).

Each day of absence: Repeat as above.

3rd consecutive day of absence:
DSL and mentor informed – decision as to whether home visit, meeting or any other action is required (based on attendance history and reason for absence).

4th consecutive day of absence:
If no contact has been made with parent/carer over the period of absence - commissioning school advised to carry out a home visit and to feed back to Lumen Academy.
If parent is at home on home visit but student is not present – commissioning school advised to arrange a further visit later or the next day, to see the student.

If parent is seen on home visit but student is not seen or
If student does not return to academy and no contact for 10 school days:
Referral to Starting Point. Concern letter sent to parent/carer about welfare of student and to notify them of referral to social care and/or police.
Referral to police on 101 if Starting Point advise.

5 consecutive days of absence / 8 days absence over rolling 2 week period – parent/carer and student invited to attendance meeting with Principal / DSL.

15 consecutive school days of unauthorised absence – placement panel convened to review whether placement is meeting student's needs.

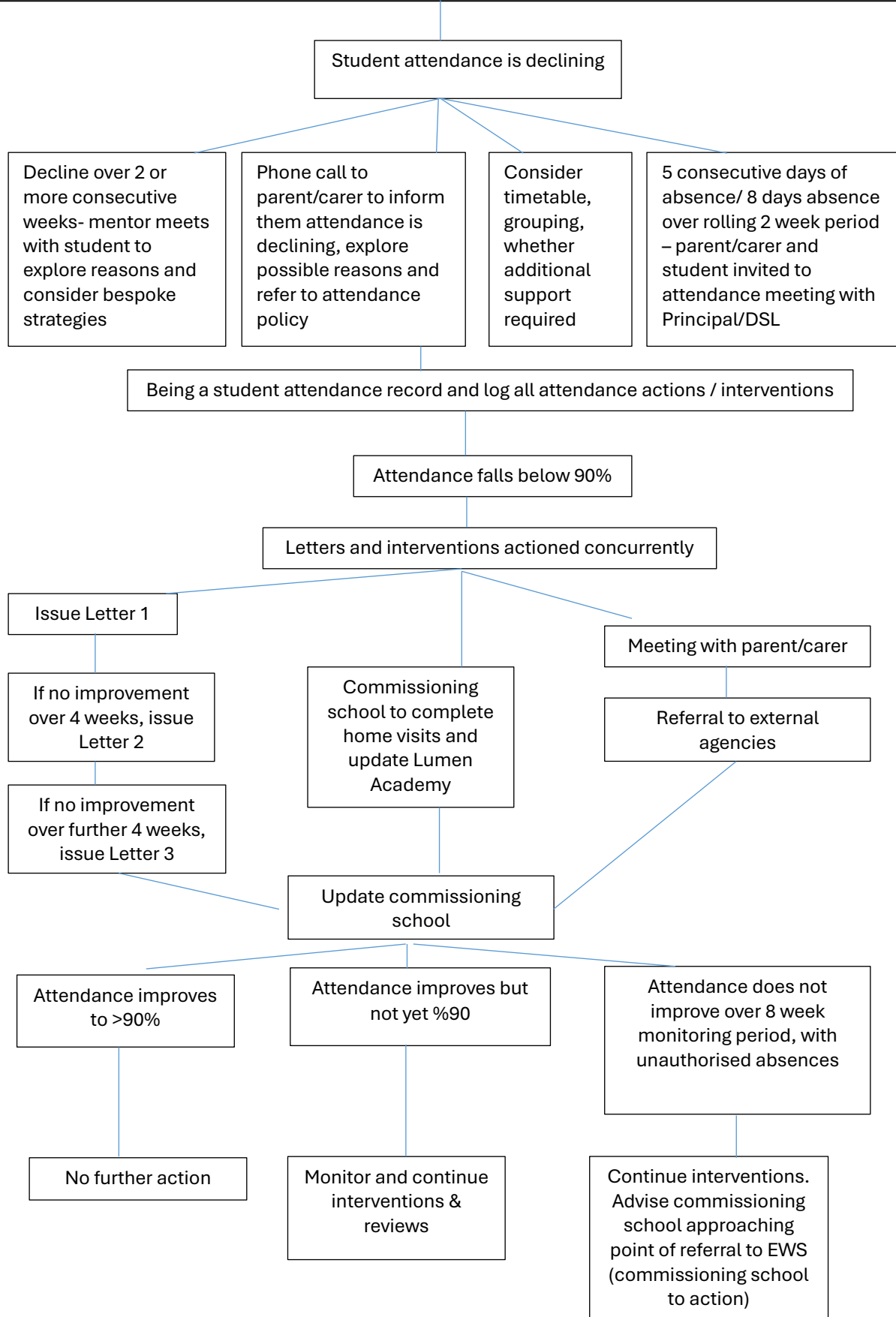
Maintain contact. Contact Local Authority Child Missing Education team if not physically seen for 28 days.

If attendance falls below 88%, then follow the declining attendance flowchart.

Maintain contact with external agencies where possible, offer support, interventions, timetable changes or make agency referrals if required.
If attendance is now below 88%, then begin the student attendance record to gather evidence of supportive interventions for if a fixed penalty notice is requested from the Education Welfare Notice.

Declining Student Attendance

Commissioning schools are notified of individual attendance / absence daily.
Commissioning schools monitor student attendance and follow their procedures for home visits and addressing declining attendance, liaising with Lumen Academy around these actions.



Reviewed By:

Monika Sethi

September 2024

Next Review Date:

September 2025

Approved by Director:

13th September 2024

Signed:

A handwritten signature in black ink, appearing to be 'MS' or similar initials, written in a cursive style.

Monika Sethi
Principal and Director