

London Enterprise Academy

Attendance and Punctuality Policy



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1.0 London Enterprise Academy Mission Statement

London Enterprise Academy is a secondary free school in Tower Hamlets set up by serving teachers, professionals and local parents. Our vision is to create a truly outstanding free school delivering the very best educational opportunities, nurture academic excellence and enhanced ambition in all its pupils, inspire the next generation of professionals and entrepreneurs from diverse backgrounds.

2.0 Policy links to school mission, aims and values

At London Enterprise Academy we do everything possible to facilitate outstanding attendance and punctuality at school. There are 4 main reasons for this:

- All young people aged between 5 and 16 have the right to full time education. Schools and local education authorities have a duty to ensure that they take up this right
- **Students with poor attendance and punctuality underperform in their GCSE examinations and their progress in school is poor.** A key factor in raising levels of achievement in our school is establishing an outstanding pattern of attendance and punctuality
- Positive attitude towards attendance and punctuality enables students to maximise their opportunities both at school and in later life
- London Enterprise Academy places a high priority on promoting equal access to the curriculum for all students. Irregular attendance and punctuality may lead to disadvantage and inequality, place students at risk, isolate them from their peers and may result in unsettled or even criminal behaviour

3.0 Statutory Framework

The position regarding family holidays and/or extended trips

The legal position is that under regulation 12 of the Education, Schools and Further Education Regulations 1981, no parent can demand leave of absence for the purpose of a holiday as of right. The power is discretionary.

At London Enterprise Academy we do not authorise holidays and/or extended trips overseas in term time as regular attendance is a key factor in a student's achievement at school. **This is also in line with the guidance from the local authority (LBTH).**

In exceptional circumstances, a parent/carer must make out a case for taking the student away from school during term time, which means that the parent/carer has to show why their child should be treated differently from the norm. The case must be made in writing directly to the Principal. However, making a case does not mean that leave will be granted. A form is available at the main reception for you to collect from the Attendance and Admission's Officer (AAO).

London Enterprise Academy works closely with the Attendance and Welfare Advisor (AWA) from LBTH and therefore also adopts the LBTH's penalty charge scheme. Consequently, unauthorised term time leave will receive a penalty notice and charge. Penalty notices can also be issued for persistent lateness. Further information regarding penalty notices and charges can be obtained by contacting the school's AAO.

4.0 Purposes

This policy is intended to ensure that students' attendance and punctuality at the school is treated as very important in supporting the school's mission.

5.0 Implementation

School Procedures for Improving Student Attendance and Punctuality

A. Recording and Authorising Absence

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Principal or designated member(s) of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as reason yet provided for absence. Parents/Carers must offer an explanation to establish the reason for a child's absence in a timely manner. This should be done on the day of each absence or at least within 1 week; the attendance register will be updated as appropriate.

Any student who breaches the conditions below without an explanation will be referred to the Local Authority's attendance and welfare service. This is a legal requirement. The school will include details of the action that they have taken to address the absence.

Criteria for Referral to the Local Authority

- 10 consecutive days of unauthorised absence
- 10 sessions of unauthorised absence in a five-week period
- 15 late marks "L" in a five-week period
- 15 sessions of authorised absence in a five-week period with no medical certificate received
- Failure to return to school following a fixed term exclusion
- Failure to attend alternative provision after the fifth day of an exclusion
- Students known to have returned from extended leave where an application for re-admission has not been received
- Students whose parents have notified the school in writing that they are educating their child at home

B. Lateness

Morning registration will take place at the start of school at 8:45am. 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 instance, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. The afternoon registration will open after lunch and will remain open for 30 minutes.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes as present but will be coded as late before registers close. Any students arriving after end of registration, will be recorded on **the school's digital InVentry system for signing in, including** time of arrival and reason for the lateness.

If a child has a persistent late record, the Head of Learning, to resolve the problem, will interview the child and arrange a meeting with the parent(s)/carer(s) within 5 days of the problem being identified.

Lateness will be monitored by the Head of Learning on a regular basis. Below is an outline of the consequences of persistent lateness **(without a known valid reason):**

- 1st late in a half term = break time detention
- 2nd late in a half term = break, out of circulation at lunch time and phone call home

- 3rd late in a half term = Head of Learning detention after school and a phone call home
- 4th or more late in a half term = Head of Learning detention after school, Persistent late report for 2 weeks and meeting with parents

Further sanctions as appropriate will be applied for repeated lateness including further detentions after school.

The above escalation resets at the start of each half term.

If students fail to attend their break or lunchtime detention, they will automatically receive an after school Head of Learning detention for 60 minutes.

The school will endeavor to contact parent/carer if their child has a detention on the same day, after school for more than 30 minutes.

Parent/carer should ensure that the school has up-to-date emergency contact details

If the persistent lateness does not improve after the above actions, the school will discuss the matter with the LBTH AWA to decide on the further appropriate actions including a penalty notice and charge.

C. Monitoring Checks

The school will carry out daily monitoring checks after the school registers have been completed to have a concise and accurate list of students who are absent. These will be conducted by the Learning Mentors. Students who are found to have repeated absences, will be put on a punctuality report by their Head of Learning.

First Day Absence

The school will endeavour to telephone or text parent/carer on the first day of absence.

****If it is the first day back after a holiday, the school will conduct a home visit if we are concerned about the safety or wellbeing of the child.***

Second Day Absence

The school will endeavour to telephone or text parent/carer on the second day of absence. A standard letter will be sent home. Parents are asked in the letter to contact the school.

Third Day Absence

The school will endeavor to telephone or text the parent/carer on the third day of absence. A supportive meeting with parents will also be arranged.

****If a child has been absent for 3 consecutive days, a phone call will be made and a home visit will be conducted*** if the child is not in school by break time. The AAO will make contact with the AWA and seek further guidance.

Continuing Absence

If there are more absences, further steps will be taken such as meeting with the AAO and AWA, carrying out an EHA, involving a member of the senior leadership team or safeguarding team, making a social referral or other actions as appropriate.

C. Concern Letter

Concern letters are sent home to parents in the first instance. If there is no improvement, parents are called up for a School Attendance Consultative Group meeting (SACG). This is a formal meeting at which concerns about attendance and punctuality are discussed. An improvement timeline is set – usually two weeks. If there is no improvement, we refer the matter to the Local Authority for possible prosecution. (At present the maximum penalty if found guilty is £2,500 and/or up to 3 months' imprisonment).

D. Following Consequences

For students whose attendance and/or punctuality fails to improve, after appropriate interventions and support measures have been tried, the ultimate consequences may be one of the following:

1. The school may ask the relevant authorities to issue a Penalty Notice on its behalf. A Penalty Notice carries a fine of £60, per child per parent/carer. If the fine is not paid within 21 days it rises to £120 per child per parent/carer. If not paid at all, court action will be initiated
2. The school may ask the Council to initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment
3. In some cases, action may be taken under the Children Act 1989, to protect the welfare and development of the child

E. Responsibility

At London Enterprise Academy a member of the Senior Leadership Group (LG) has responsibility for attendance. The attendance and punctuality of all students is regularly monitored by the AAO and Pastoral Staff. Attendance reports are submitted to the LG every week.

6.0 Links with other policy areas

- Equal Opportunities
- Inclusion Policy

7.0 Communication

- This information is located in the guidance published on the school's website
- For staff, it is referenced in their staff handbook in the A-Z Directory section
- For parent/carer, it is on the school's website.

The school continues to monitor the attendance of "Children looked after", those from ethnic minorities, pupil premium students, vulnerable students, those with SEND status and any group of students identified by the Principal or the Governors as a target for attendance improvement.

Accurate records are kept of all exclusions and, in accordance with statutory guidance, report them to the governing body and the local authority. Appropriate action is taken to reduce these.

Students demonstrating consistent high level of attendance will be rewarded in line with the school's rewards policy.

Date Adopted

Signature of chair of Governors

Signature of Principal