

'Support First'

Informal Support

It is vital that we build strong relationships together to support any students who are struggling with attendance. We will listen to our families and students and understand any barriers to attendance, in order to work in partnership to remove them.

Our Attendance Policy and effective day to day processes are in place to follow-up absence.

We will regularly monitor and analyse attendance and absence data and identify students that require support.

Effective strategies will need to be agreed to support the student to feel confident in attending school and all the benefits that brings.

We may involve outside agencies to remove barriers, we will share information and work collaboratively with all parties.

We will be particularly mindful of students who are absent from school due to mental or physical ill health, or their special educational needs and/or disabilities, and provide them with additional support. It is vital that GP / medical or external agency evidence is sought to support these students.

Here to help—Student Support Team

Ruskington Campus

Attendance Officer— Mrs Robertson/ Mrs Zealand

Y7 Mrs McCarthy Mrs Zealand / Mrs Shelley,

Y8 Mr Green/ Mrs Zealand, Mrs Shelley,

Y9 Mr Hughes Mrs Zealand, Mrs Shelley

Y10 Mr Green/ Mr Hughes, Mrs Lowey

Y11 Mrs Spencer/ Mrs Zealand, Mrs Shelley, Mrs Lowey

Sleaford Campus

Attendance Officer— Mrs Goy

Y7 Mrs Taperell / Mrs Herd & Miss Goodman

Y8 Mrs Burch / Mrs Smith & Ms Picksley

Y9 Mr Kimber / Mrs Gibbons & Mrs Allen

Y10 Miss Roberts / Mrs Ladds & Mrs Naylor

Y11 Mrs Williams/ Mrs Gough & Mrs Watford

DFE / Local Authority Guidance

'Working together to improve school attendance' - is the Statutory Guidance we must follow from September 2024.

We would very much hope that together we can improve attendance and the future opportunities of every single one of our students at the Academy. If through voluntary support we see no engagement or improvement in attendance figures, we would need to formalise attendance improvement efforts.

Formal support

A formal attendance contract is agreed between the child, parent, school and/or local authority. Progressing to a legally binding Education Supervision Order in the Family Court if there is non-engagement and deemed necessary. The law protects a young persons' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

Attendance Prosecution

Where all other routes have failed or not deemed appropriate the case may be considered for a penalty notice in line with the National Framework or attendance prosecution in the Magistrates Court.

Statutory Children's Social care involvement

Where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful, the case should be considered for s.17 or s.47 statutory social care intervention.

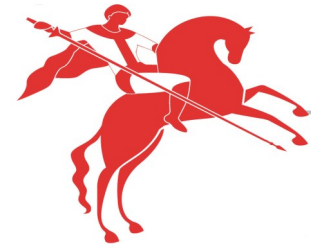
National Framework for Penalty Notice Fines

This changed in August 2024-

5 or more consecutive days of term-time leave and irregular attendance OR 10 sessions of unauthorised absence in a 10 week period.

First offence— £160 per parent /per child/ £80 if pay within 21 days.

Second offence (within 3 years) £160 per parent /per child
Third Offence, and any further (within 3 years) Magistrates Court— £2,500 per parent / per child.



St George's Academy

A Guide to Understanding Attendance

2025/2026

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Why Attendance matters.

- Research shows that students who attend school on a regular basis are more likely to have better academic attainment which leads to greater career opportunities.
- Having continuity in their learning, making progress and retention easier.
- To enable students to feel confident in social interactions and make long lasting friendships & relationships.
- Providing the opportunity to discover new interests and participate in after school clubs and other enrichment activities.
- Building High self esteem and learning good habits for later life.
- Our academy has an excellent personal development offer for all students to enjoy. Don't miss out on fantastic trips, visitors, events and special experiences!

What is authorised and unauthorised absence?

Every half-day absence counts as one session and has to be classified by the academy (not parent/carer) as either AUTHORISED or UNAUTHORISED. Parents must notify the academy on the first day of any absence by 8.30am at the latest—via the MCAS App.

Failure to do so will result in text messages / comms, phone calls and possible home visits to determine a reason for absence in line with academy and Local Authority safeguarding procedures.

Authorised Absence is an absence for a valid reason such as:

- Genuine illness
- Medical/dental appointments that cannot be arranged out of school hours
- Other emergencies and exceptional circumstances as determined at the discretion of the Principal.

Unauthorised Absence is when the academy does not consider absence reasonable. This can lead to Penalty notice fines and/or further legal proceedings.

Unauthorised absence can include

- Parents/carers keeping pupils off unnecessarily, E.g. After staying up late the night before

- Truancy before or during the school day
- Absences not explained properly
- Students that arrive after 10am
- Shopping/birthdays/day trips
- Looking after other children.

Roles and Responsibilities:

Role of Parents / Carers:

Parents / Carers have an essential role in ensuring their child attends school. We ask parents to work with us on the following

- Establish good attendance habits by acting as a role model and showing children that good attendance and punctuality is really important to you.
- Do not provide inappropriate excuses for your child to miss school, this becomes a 'slippery slope' and impacts upon your work / day to day tasks also.
- Praise and reward good attendance, and punctuality even small successes such as getting ready quickly, even if resisting going to school, and the mornings are a struggle.
- Talk regularly with your child about school, and how they feel about it. Make connections with other families and friends.
- Children are more likely to want to attend school if they feel supported and their anxieties and concerns are listened to.
- Contact the academy as soon as possible to inform us why your child is absent, and do this each day they are absent. (Use the MCAS App, and please only use the App for Absences, no other messages)
- Only allow days at home for genuine illness. Take their temperature. Aim to send them in to school and they go to medical if they do not improve during the day. Send them in with minor ailments.
- Avoid taking holidays in term time.
- Ensure that wherever possible, medical and routine appointments are made outside of the school day.
- Know routines of the day to avoid issues, E.g. ensuring they have PE kit, homework & equipment ready.

- Establish a good bedtime routine, so that your child can sleep well, get enough sleep and make mornings less of a struggle.

Role of Students:

Students have a responsibility to themselves and others to play a positive role in the life of the academy and to make the most of the education opportunities available to them.

At St George's Academy we expect all students to:

- Be aware that they must attend school every day— Aim for 100%!
- Be aware that they must arrive at school on time by 8.40am for registration and be punctual to lessons
- Be aware that they must arrive at school prepared and equipped for the day
- Speak to a member of staff if they are experiencing difficulties at school or at home, which may be affecting their attendance.

What do we do to celebrate great attendance?

- Dragon Points — Opportunity
- Attendance celebration boards in Form rooms
- Attendance challenges (Termly with prizes / non – uniform days)
- Half-termly attendance postcards
- Individual rewards for improved attendance.
- Access to rewards, eg.Y11 prom and trips
- Yearly 100% attendance certificates of recognition

Interim attendance information sheets will be shared each half term. This information will be key in tracking attendance linked to outcomes. It will show patterns, which we can use to support any issues and aim to improve on attendance figures under 95%.