



# ST GEORGE'S ACADEMY

## ATTENDANCE PROCEDURE

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### 1. Rationale

Academy procedures to promote good attendance:

- Staff and students are punctual to morning registration and all lessons
- Registers are accurately marked electronically during morning registration and within ten minutes of the start of Period 1 and Period 4 (the start of the afternoon lesson). (This forms the legal AM and PM mark).
- Good attendance is praised and rewarded: monitoring by tutors and Student Progress Managers (SPMs) should lead to those students with 100% attendance for a term being rewarded via Dragon points and communication with home.
- Student Progress Managers, Student Support and the Attendance Officers closely monitor the attendance of students and take appropriate action including home visits from the Attendance Officers.
- Telephone calls are made to inform of any unknown absence in real time.
- Attendance Summary sheets are sent home each term showing figures for previous term and a tracking comparison over time. Supportive data makes clear the days and number of lessons missed equating to lost learning and possible outcomes based on a current trajectory. (Both positive and negative shown in Summary).
- If attendance falls below 95% we have clear staged procedures. Concerns are monitored every 2 weeks by Key Stage Managers in conjunction with the Attendance Officers and regular feedback discussions with Senior Vice Principal Attendance.
- All SPM's report their year group attendance to the Principal in their termly reports
- The Academy considers arrangements to deliver suitable education for children with health needs who cannot attend school. Senior Vice Principal –Pastoral, SPM, SENCO and Pastoral support are responsible in supporting with reduced timetables, sending work home, (often using ICT programmes of study such as Oak Academy and Sparx) hospital schools or following the EBSA pathway; all with the aim of reintegrating students back into school when well enough.

### 2. Objectives

The role of the form tutor is vital in promoting good attendance. Form tutors should:

- Monitor attendance and discuss with the SPM any concerns
- Ensure the register is accurate
- Collect notes / keep a log of absence for evidence
- Discuss with students any concerns over punctuality and attendance and take appropriate action
- Use attendance chart in planners to discuss an action plan where appropriate
- Alert parents to any unauthorised absence, using support staff if necessary or calling / emailing home (tracking document in Bromcom for Year and each form.)
- Praise those students with good attendance and ensure rewards are awarded as necessary

Subject staff should always keep a record of attendance for each lesson on the BROMCOM system and alert Student Support Officers/SPMs if they feel students are absent without good reason.

All students arriving late to lessons should be asked as to the reason for their lateness and appropriate action taken. Conduct cards must be signed three times if no valid reason is given. The BROMCOM class register must be updated



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with a late arrival to class, this also allows the number of minutes late to be entered. Pastoral detentions are to be issued for lateness using this information.

### 3. Attendance Guidelines

The Attendance Module within the BROMCOM system is used to monitor and evaluate student attendance. Lesson Monitor will be used to record lesson attendance. This system is vital for safeguarding reasons and our expectations are clearly set out below.

#### Recording attendance:

- Morning registration by Form Tutors, electronically, at 8.45am.
- Afternoon registration by Subject Teachers, electronically, at 1.25pm.
- Lesson registration every lesson by Subject Teachers, electronically within the first 10 minutes of lessons.
- Spot checks are carried out during any period in the day.
- Staff who do not do a register are sent a reminder from the Attendance Officer and any missing students are checked by Pastoral support. Untaken registers are reported each day and are logged, and follow up action by the Senior Vice Principal will be actioned.

#### Monitoring of absences:

- Parents / Carers must inform the Academy, by completing the 'application for authorisation of absence for holidays in term time' form which is found on our website, this would need to be completed and returned in advance of the absence, stating the reason for the absence. Leave of absence will not be authorised unless deemed as exceptional circumstances and agreed by the Principal.
- The 'Working together to improve school attendance' legislation (DfE – August 2024) and previous Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty Notice of either £160 reduced to £80, if paid within 21 days.
- Home visits – these run alongside the process to ensure we have 'physically seen' a student every 5 days of absence. This could become a safeguarding issue that we have to report if we have not seen that a student is safe and well.

#### Key points around suspensions / exclusion:

Registered pupils of compulsory school age are required by law to be in school. Parents will be informed annually by letter of penalty notice procedures:

- Please note: A Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Penalty Notice.



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Absence codes:

### Attendance and Absence Codes – August 2024

| Attending the school                                           |                                                                                                                               |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| / \                                                            | Present at the school / = morning session \ = afternoon session                                                               |
| L                                                              | Late arrival before the register is closed                                                                                    |
| K                                                              | Attending education provision arranged by the local authority                                                                 |
| V                                                              | Attending an educational visit or trip                                                                                        |
| P                                                              | Participating in a sporting activity                                                                                          |
| W                                                              | Attending work experience                                                                                                     |
| B                                                              | Attending any other approved educational activity                                                                             |
| D                                                              | Dual registered at another school                                                                                             |
| Absent – Leave of absence                                      |                                                                                                                               |
| CI                                                             | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.      |
| M                                                              | Leave of absence for the purpose of attending a medical or dental appointment                                                 |
| J1                                                             | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| S                                                              | Leave of absence for the purpose of studying for a public examination                                                         |
| X                                                              | Non-compulsory school age pupil not required to attend school                                                                 |
| C2                                                             | Leave of absence for a compulsory school age pupil subject to a part-time timetable                                           |
| C                                                              | Leave of absence for exceptional circumstance                                                                                 |
| Absent – other authorised reasons                              |                                                                                                                               |
| T                                                              | Parent travelling for occupational purposes                                                                                   |
| R                                                              | Religious observance                                                                                                          |
| I                                                              | Illness (not medical or dental appointment)                                                                                   |
| E                                                              | Suspended or permanently excluded and no alternative provision made                                                           |
| Absent – unable to attend school because of unavoidable causes |                                                                                                                               |
| Q                                                              | Unable to attend the school because of a lack of access arrangements                                                          |
| Y1                                                             | Unable to attend due to transport normally provided not being available                                                       |
| Y2                                                             | Unable to attend due to widespread disruption to travel                                                                       |
| Y3                                                             | Unable to attend due to part of the school premises being closed                                                              |
| Y4                                                             | Unable to attend due to the whole school site being unexpectedly closed                                                       |
| Y5                                                             | Unable to attend as pupil 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                                                                       |
| Absent – unauthorised absence                                  |                                                                                                                               |
| G                                                              | Holiday not granted by the school                                                                                             |
| N                                                              | Reason for absence not yet established                                                                                        |
| O                                                              | Absent in other or unknown circumstances                                                                                      |
| U                                                              | Arrived in school after registration closed                                                                                   |
| Administrative Codes                                           |                                                                                                                               |
| Z                                                              | Prospective pupil not on admission register                                                                                   |
| #                                                              | Planned whole school closure                                                                                                  |

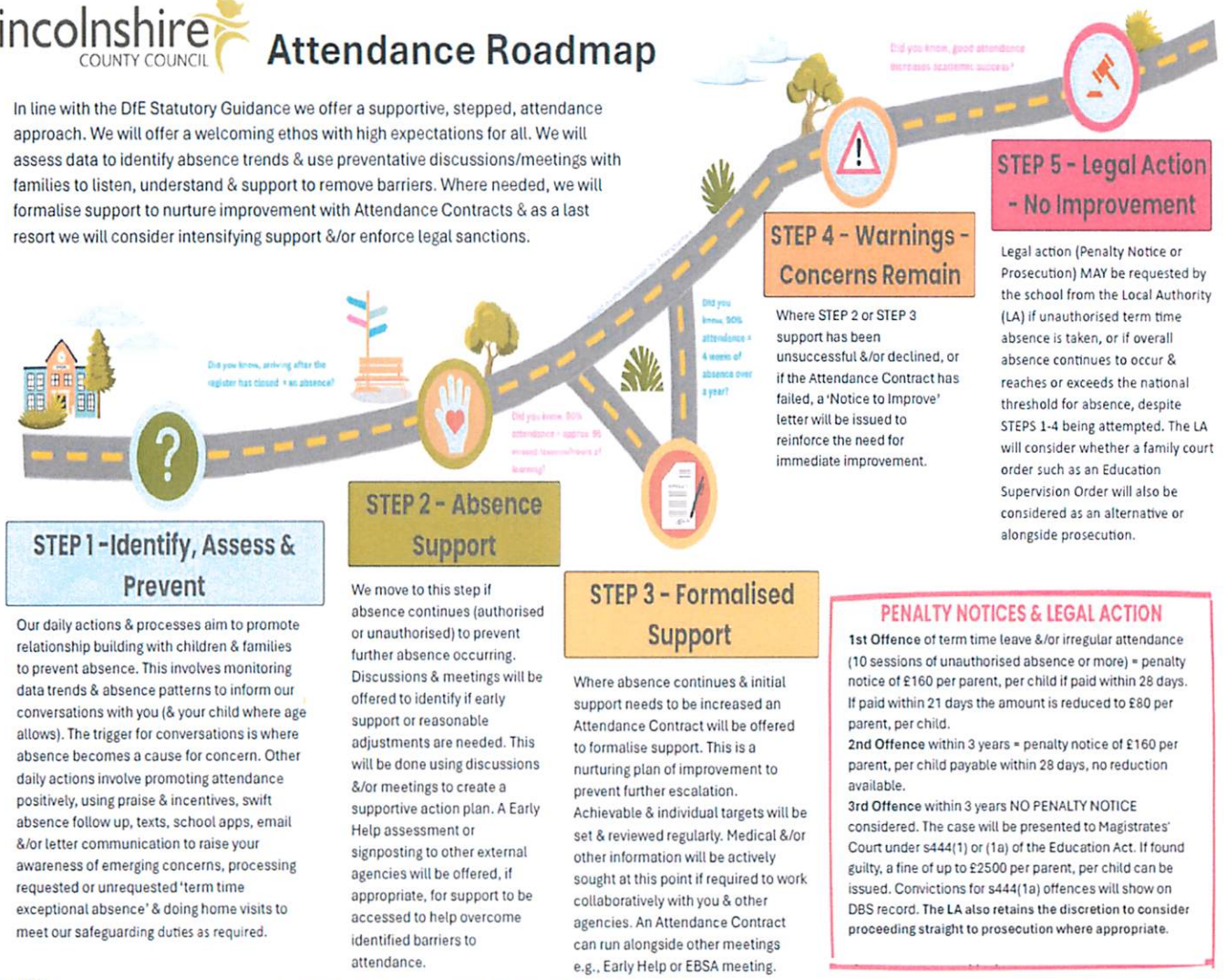


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### Lincolnshire COUNTY COUNCIL Attendance Roadmap

In line with the DfE Statutory Guidance we offer a supportive, stepped, attendance approach. We will offer a welcoming ethos with high expectations for all. We will assess data to identify absence trends & use preventative discussions/meetings with families to listen, understand & support to remove barriers. Where needed, we will formalise support to nurture improvement with Attendance Contracts & as a last resort we will consider intensifying support &/or enforce legal sanctions.



Sept 25-26 v1

Please talk to us about how we can support you &/or your child at any time.

### Punctuality:

A firm line must be taken on late arrivals. Students must sign the late book in the relevant Student Support Office giving a reason for the late arrival. Pastoral Support / SPMs monitor this. A lack of adequate explanation will result in unauthorised lateness being recorded U.



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Students will be challenged on lateness at the school gates as they arrive and conduct cards signed. SLT are on duty to do this. Lateness should be actively discouraged.

### **Suspected truancy:**

If Form Tutors suspect truancy, parents are informed immediately by the Key Stage Student Support Co-ordinators. SPMs are also involved and then Leicester Street, well-being hubs and Senior Vice Principal.

Whilst it is right that schools should recognise that individual pupils and families encounter problems, the aim should always be to expect regular attendance. We are keen to follow 'support first' strategies in welcoming the student back into school.

Where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming, the absence must be treated as unauthorised and the register annotated accordingly.

The Academy is not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered.

Explanations such as minding the house, looking after other children, or shopping trips within school hours will not normally be acceptable for absence.

Even where absence is authorised, schools should be alert to emerging patterns of absence which may seriously disrupt continuity of learning.

Our procedure for poor attendance is set out below. Whilst we have supportive methods within school for students with individual difficulties, we have a clear staged policy to ensure that we follow legal requirements.

### **Attendance procedure:**

- Parent / Carer to notify us of an absence through the MCAS App.
- Attendance Officer / Support will phone home all absent students without a reason and monitor absence daily
- Attendance Officer meets with SPM or ASPM every 2 weeks to discuss any student with less than 90% attendance. Action is agreed from phone calls, meetings and home visits. All recorded on the on-line monitoring spreadsheet. The County EBSA route is possibly initiated at this point using student and parental feedback to identify barriers to attendance.
- First letter sent to those with attendance approaching 95% or below.
- Monitor for 2 weeks, no improvement- send out second letter stating no further absences will be authorised without medical evidence and asking parents/guardians to ring and arrange a meeting with SPM
- Academy Attendance Panel Meeting is arranged, letter sent home with date and time to set goals with SPM. If parents do not attend then the meeting takes place with the student. An action plan is agreed with a letter home. Monitor for 2 weeks. Timeframes can vary as agreed by all parties.
- Attendance panel will include discussion of EHA. If EHA required another appointment will be set to fill in EHA paperwork, TAC to be opened if required.
- No improvement after 1 week - formal warning to be sent
- No improvement after 1 week or panel not attended home visit to be made and documented
- No improvement after 1 week apply to LEA for a Penalty Notice (PN)
- Continued non-attendance trigger to prepare court report for legal action



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Amendments to our attendance protocol, here at St George's Academy that will be in effect as of September 2024:

Overview of attendance protocol:

- All actions are reviewed and actioned fortnightly
- The below is a guide. All actions are considered on an individual basis
- If you ever have any concerns or queries regarding your child's attendance, please do not hesitate to get in contact
- At all stages, the most effective action will be discussed and implemented to aid improvement, we follow a 'support first' culture. This can be in the form of Pastoral support, EBSA support, Mental health support (Hub / Leicester Street or external such as CAMHS or Healthy Minds) but still we would need to see a student attend some schooling with interventions and / or adjustments made
- Finally, Penalty Notices (PN) are issued when there has been no engagement in the process or any improvement made to attendance for the student

### [Overview flowchart of Attendance Procedures 2025/2026](#)

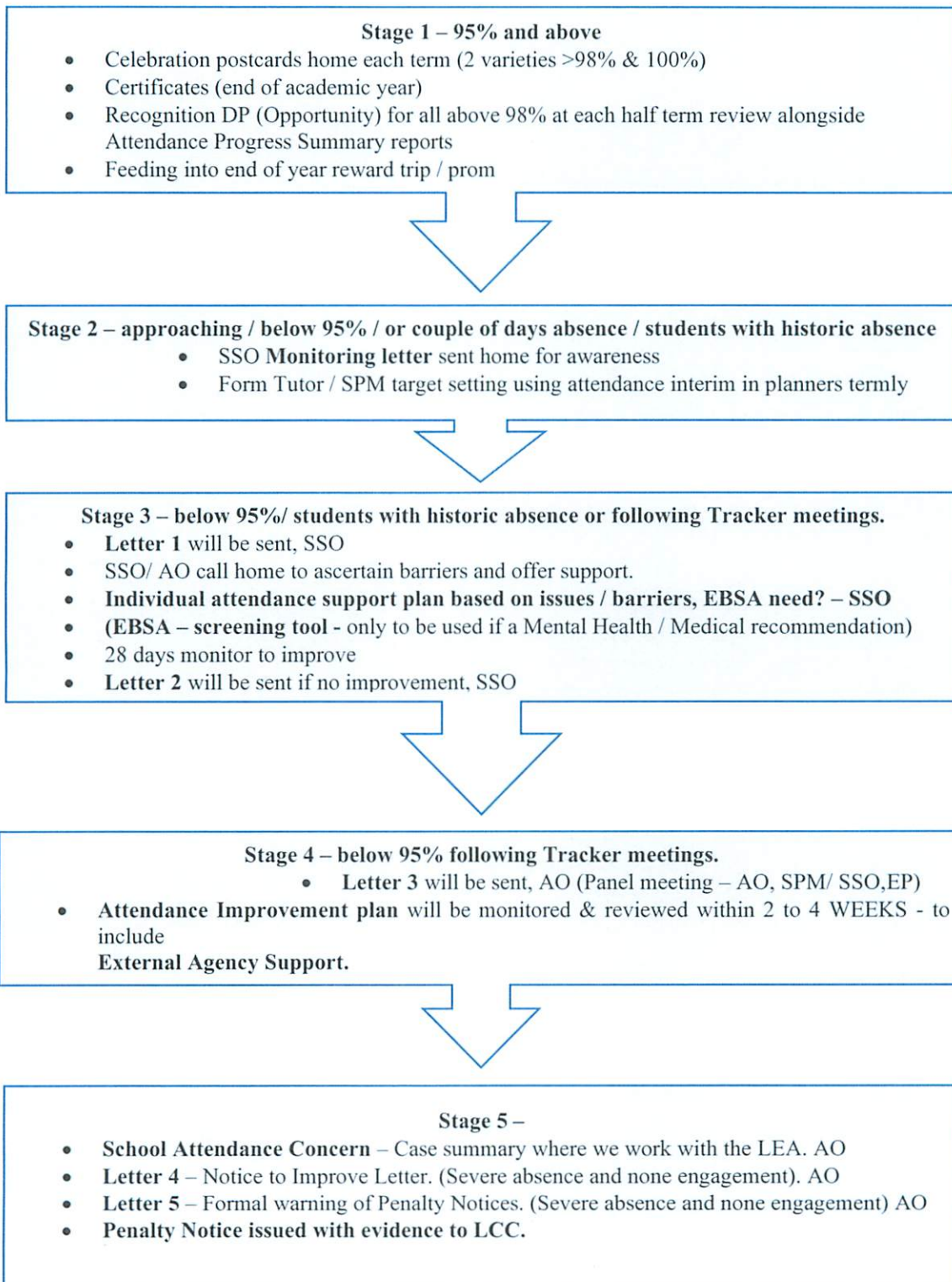
- All Attendance data and targets are reviewed and actioned fortnightly.
- The flow chart below is a guide to follow regarding procedures to follow in turn after monitoring attendance meetings which take place fortnightly. Meetings will be held with AO, SPM, SSO. All actions are considered on an individual basis.
- At all stages, the most effective action will be discussed and implemented to aid improvement, we follow a 'support first' culture. This can be in the form of Pastoral support, EBSA support with Enhanced Provision Lead, Mental health support (Hub / Leicester Street or external agencies) Family Support (TAC, EHA).
- Penalty Notices (PN) will only arise when we have exhausted all pathways of support and where there has been no engagement or improvement made to a student's attendance.
- All unauthorised absences will be assessed on an individual basis and could be dealt with, in way of a Penalty Notice, but this is not something we want to do, but we must protect a child's right to accessing an education.

Please see the following flow chart for the procedures we follow in line with the LCC Roadmap. (Page 4)



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Policy Developed by: Claire Crawshaw, Senior Vice Principal

Date Adopted: *September 2025*

Reviewing Committee: Student Support

Frequency of Review: 2 Years

Date last reviewed: *September 2025*

To be reviewed by: *September 2027*

Name ..... *G. Arnold* ..... Signature ..... *Crawshaw* .....

Committee: *Full Governors*