



LIONHEART SCHOOL

Attendance Policy and Procedure (Students)

March 2025

Next Review Date - March 2027



ATTENDANCE POLICY AND PROCEDURE (Students)

Aims and Expectations:

At the Lionheart School we aim to support all of our Students to ensure they access a broad and balanced curriculum that provides them with the best possible learning opportunities and experiences. Excellent levels of attendance are critical to ensure positive outcomes for all students on academic, personal, social and emotional levels.

There is much research that shows that students with attendance rates of over 90% are nearly twice as likely as those with less than 60% attendance rates to secure good grades at GCSE. Employers often cite good attendance and punctuality as some of the key skills they look for in their workforce. The Lionheart School believes passionately that if a child 'attends today they will achieve tomorrow'. Attendance is therefore one of the School's highest Priorities. We will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success. Attendance concerns will be raised with parents/carers if reasons are not known by the school, e.g. a long period of illness. This information may be shared with the Local Authority following concerns, in accordance with our Data Protection Policy and Privacy Notice.

Where we have concerns, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance. The schools escalated approach is child-centred, prioritising support and developing strong working relationships with families. We will use the early help process to provide support prior to escalation and consider how we can work with families to enable all students to access their right to education.

Attendance figures for each student will be formally reported to parents/carers termly. We will also share a students' attendance profile if we have concerns regarding their attendance. Throughout the school year the Attendance Team will report on the overall attendance figures for particular groups of students, this will be closely monitored for support and reported to the Governing Body.

The law on school attendance and right to a full-time education, as indicated in Working Together to Improve School Attendance sections 10 to 13, it is the legal responsibility of every parent/carer to make sure their child receives an education. This means that their child must attend every day that the school is open, unless they are too unwell to attend or permission has been given in advance from the school. Regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided, especially for those children who are felt to be more vulnerable.

All attendances will be coded in line with the DFE guidelines 2024 See Appendix 1

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The Strategic Approach by Lionheart School is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres on child-centric actions, evidence-informed practices and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance. The Inclusive Attendance professional development model fundamentally guides our attendance approach. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. The School systems are modelled on the work of Professor Katherine Weare. (Framework for Promoting Well-Being and Responding to Mental Health in Schools) The emphasis is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all students can attend school and thrive. The approach ensures we prioritise building solid working relationships with students, and parents/carers, prior to escalation. The staged approach we follow ensures we identify triggers early that can lead to poor attendance issues such as mental health issues, lack of trust, communication and relationship breakdowns and the possible lack of networking opportunities both internal (in-school) and external (external agencies). Aims - School Attendance to meet set targets and reduce Persistent Absence (PA). - Ensure Attendance is well managed within the school, with the appropriate level of resources allocated. - Enable the school to make informed use of attendance data to target interventions appropriately, focusing on the key demographic groups highlighted in Working Together to Improve School Attendance.

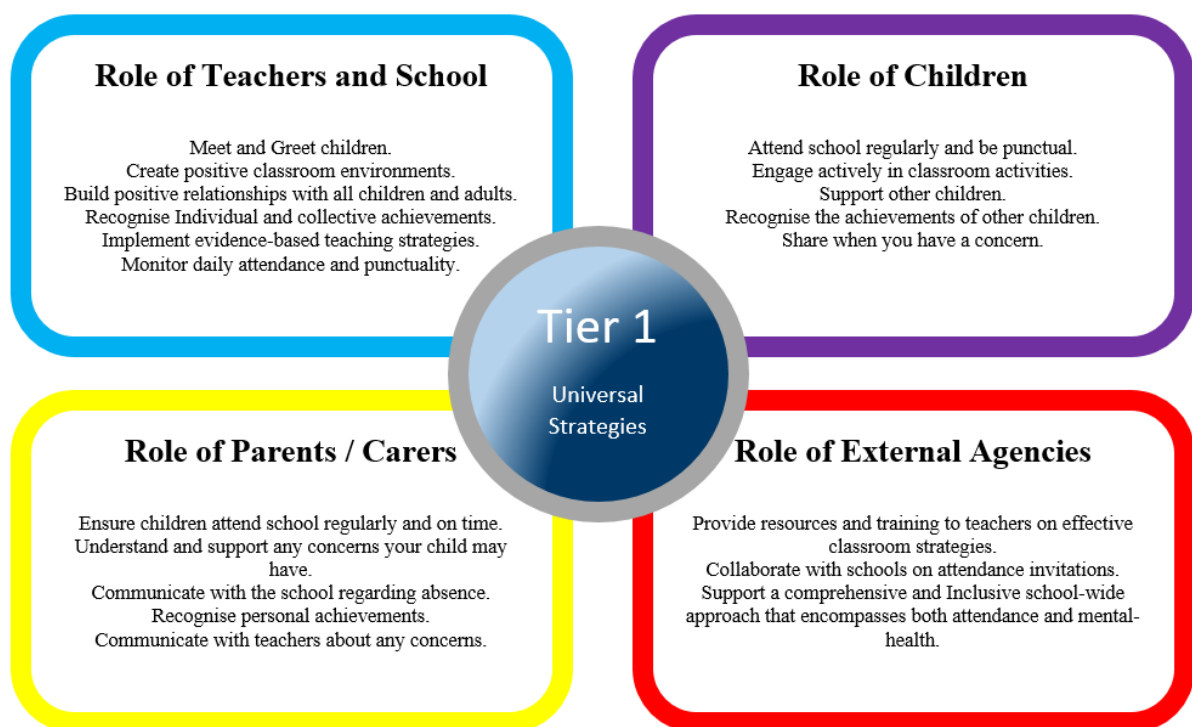
Objectives

- Create an ethos within the school in which good attendance is recognised as the norm and every student aims for excellent attendance.
- Make attendance and punctuality a priority.
- Set focused targets to improve individual attendance and whole school attendance levels.
- Embed a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism.
- Develop a systematic approach to gathering and analysing relevant attendance data.
- Provide support, advice and guidance to; parents, carers and students and develop mutual cooperation between home and school in encouraging good attendance and in addressing identified attendance issues.
- Demonstrate, using praise and recognition, that the school appreciates that good attendance and punctuality are achievements in themselves.

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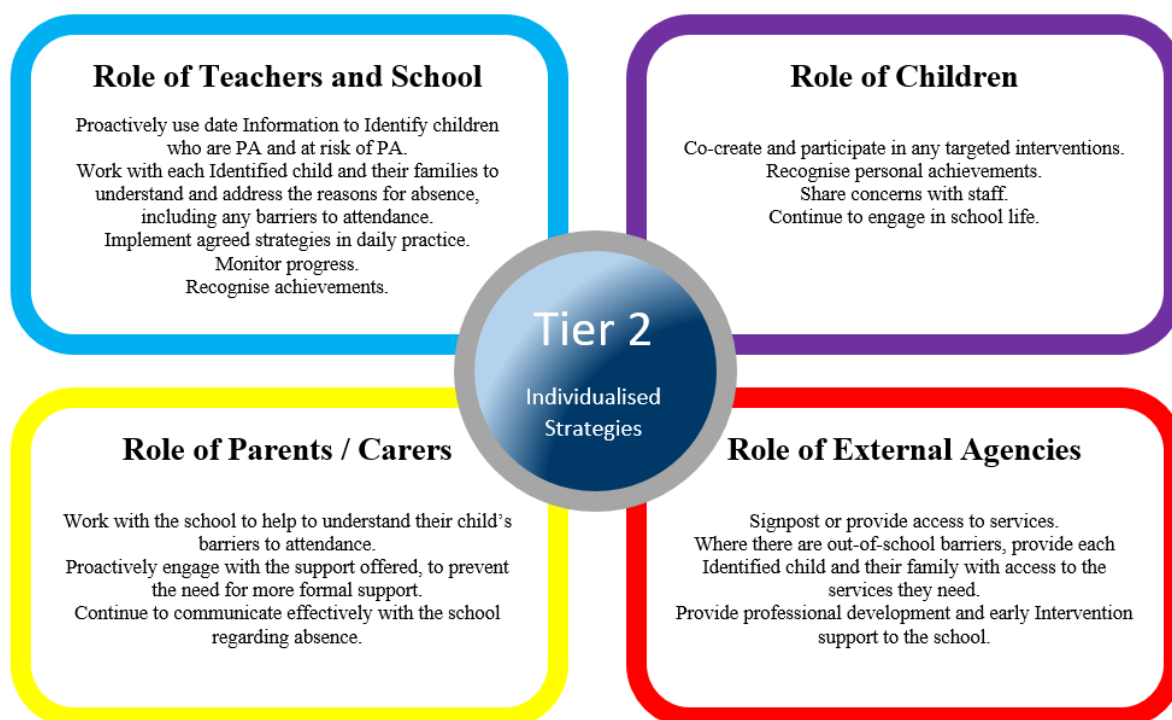
A Multi-Tiered System of Support to guarantee a comprehensive approach to attendance, Lionheart School implements a multi-tiered system of support (MTSS). A MTSS for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents/carers, and external agencies – including the Local Authority. Data driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



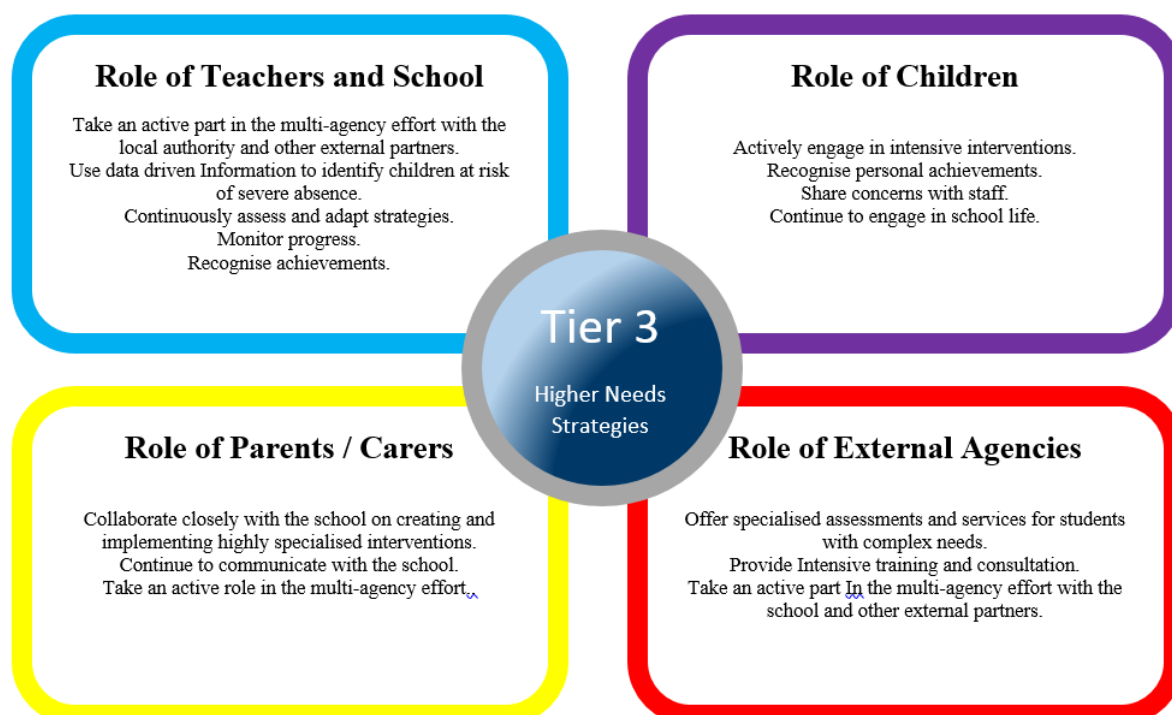
Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges. Role of Parents/Carers Role of Parents/Carers Role of Parents/Carers

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Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.

In order to improve and sustain levels of attendance on entry to the LIONHEART SCHOOL, we are committed to:



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- Providing a welcoming, safe and caring environment in which every Student is valued.
- Having high expectations and targets for attendance
- Celebrating and rewarding good levels of attendance.
- Building and maintaining effective partnerships between the School, parents/carers and wider professionals and agencies.

The Lionheart School expectations of Students are:

- Students will attend school regularly.
- Students will arrive on time, appropriately dressed in the correct school uniform and be ready for the day – “People, Purpose, Place”.

The Lionheart School expectations of parents and carers are:

- Parents and carers will support and encourage students to attend the Lionheart School regularly.
- Parents and carers will contact the main reception between 8.30am – 9.00am if their child will be absent on that day.
- Parent and carers will ensure their child is appropriately dressed in the correct school uniform, punctual and prepared to engage at the Lionheart School.
- Parents and carers will provide evidence of any unavoidable appointments or meetings (in school, time) that will mean a student will be absent.
- Parents and carers will provide a note or call to the School on the day the child returns to school following an absence (e.g. illness).

Students, parents and carers can expect the following from the Lionheart School:

- Regular, efficient and accurate recording of attendance and time keeping.
- Responsive contact from the Lionheart School if their child fails to attend.
- Regular contact with other professionals involved in the care of the young person.
- A solution focussed and supportive approach to dealing with any attendance issues.
- Reward systems to encourage and celebrate good attendance.

Rewarding and celebrating good attendance:

- Registers will be completed accurately each day.
- Attendance will be monitored by the admin team and Safeguarding Officer on a daily basis and contact home will be made if a child does not arrive and parents/carers have not called by 9.30am.

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- Celebrations will be shared with parents/carers, host schools and other relevant professionals for attendance above 90%.
- Termly rewards or prizes for 100% attendance.
- The school will meet with the Education and Inclusion Service (formerly the education Welfare Service or EWS)) where there are attendance concerns.
- The school will have half termly reviews with all students, parents/carers and wider professionals and attendance will be reviewed and discussed as part of this process.

Lateness:

It is very important to be punctual and to arrive at the Lionheart School on time. A positive start to the day is conducive to a successful day. When students arrive between 9.00am and 9.30am, they will be marked as late.

Medical appointments:

Evidence needs to be provided to the Lionheart School Admin Staff so that these incidences can be authorised. Where possible we respectfully request that appointments are made outside of school hours.

Responding to non-attendance and the procedure for lateness:

- If no note or telephone call is received from parents or carers, the Lionheart School Admin Staff will make contact via the details we have. For this reason, it is essential that parents/carers do make sure that the details we hold are accurate and that you notify us of any changes.
- If there is no response when we contact parents/carers and the student is open to the Education and Inclusion Service or Social Care, these professionals will be contacted
- If non-attendance continues or lateness is persistent, if the student is open to the, Education and Inclusion Service, the designated officer will be contacted for support and guidance. This may include a home visit and/or a school attendance meeting.
- If a student is not open to the Education and Inclusion Service (EIS), the Lionheart School's Safeguarding Officer will make a home visit and this may be followed up by a referral to them EIS and a school attendance meeting will be arranged.

Parental requests for holiday during term time:

The Lionheart School is part of the Isle of Wight local authority and therefore operates the same approach to this as other Island mainstream schools and settings. We respectfully request that no holidays are requested or taken during term time. A leave of absence can only be granted by the head teacher in exceptional circumstances.

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The application must be made in advance, in writing to the head teacher with reasons why the request satisfies the 'exceptional circumstances' criteria. When holidays are taken that do not fall into this category, the absences will be recorded as unauthorised.

Daily attendance procedure:

In addition to this procedure:

- Attendance will be celebrated every half term with those that improve and sustain their high attendance being acknowledged and rewarded.
- At the point of admissions, the Attendance Policy and Procedure will be shared with parents and carers.
- To support improved attendance and parent/carers engagement information will be shared with the Education and Inclusion Service.

Appendix 1 - Coding Attendance in line with DFE guidance 2024:



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Code A (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.

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- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

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- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling

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with them.

- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

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- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays. • Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

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- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes