

Skegness Infant and Junior Academies



Attendance policy

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| Approved by | Executive Principal/ Head of School |
| Last reviewed on | January 2026 |
| Next review due | September 2026 |

Introduction

Skegness Infant and Junior Academies are committed to providing an education of the highest quality for all pupils. We believe it is extremely important for pupils to attend regularly and on time. This will give them the best opportunity to progress and succeed at school.

Ensuring a child's regular attendance at school is a parent / carer's legal responsibility and permitting absence from school without a good reason may result in prosecution.

At Skegness Infant and Junior Academies, we-

- provide a welcoming and caring environment where all members of the Academy feel secure and valued
- expect students to arrive on time every day
- will support parents in their legal responsibility to ensure their child attends school regularly and on time
- believe leave of absence should not be taken during term-time. We will not authorise requests for leave of absence during term-time, except in exceptional/ unavoidable circumstances

How to notify the Academy of an absence

If your child is unable to attend school due to illness or unavoidable circumstances, please contact the academy on each day of absence by:
Calling the office on -

01754 762059 (Skegness Infants)

01754 879166 (Skegness Juniors) Emailing

us at -

admin@skegnessinfantacademy.org admin@skegnessjunioracademy.org

Please inform us of any planned absence in advance, this includes unavoidable medical appointments during the school day.

1. Aim

Ensuring all pupils have high attendance is a key priority of the academy. Pupils are entitled to a full-time education and we know that pupils with high attendance do better at school than those with high absence rates. We also know that absence can be a sign of other risks in a young person's life. The aim of this document is to set out how we create and maintain a positive culture that supports and values good attendance. It includes how we:

- › Promote good attendance and punctuality
- › Follow up absences
 - Communicate and work with families to reduce absence
 - Monitor absences and analyse patterns of absence
- › Work with local partners to support high attendance and reduce absence

2. Legislation and guidance

This policy meets the requirements of GAT's Attendance Policy. The Trust policy details the relevant legislation and guidance documents. In particular, this policy carefully follows DfE guidance in this area.

Our work on attendance is linked closely to our approaches to safeguarding and behaviour.

3. How we promote a culture of high expectations in attendance and punctuality

We build a whole school culture. Good attendance is everybody's concern. Assemblies and targeted information keep the profile of attendance high amongst children, while tailored training is delivered through staff workshops to provide staff with specific information updates to carry out their role including administrative, pastoral and senior leaders

The profile of good attendance is shared throughout the school community so that there is an understanding and collective ownership of the school, class and individual attendance data. Information to parents and carers is clear; explicitly linking attendance to learning. It's about raising the profile through planned whole school and class activities. In short, everyone should lead and model the importance of good attendance.

We understand there may be barriers to good attendance and these may require sensitive and detailed unpicking. Positive relationships with parents and carers are essential. An important factor for success is deciding who is best placed to build the initial relationship, to listen, so that barriers can be removed. This may vary on an individual basis and may not always be the head of school, attendance officer or Family Key Worker. It could be a trusted class teacher, pastoral worker or teaching assistant but what is important is beginning the discussion. Our targeted Attendance Plan includes details on the support families can expect to receive and at which stage.

For example, when attendance drops to between 96-93%

- Informal discussions with the pupil may take place to explore whether they have any concerns or issues that could be a barrier to attendance.
- Reminder information sent home
- Parents/carers invited to discuss any concerns and the PASS set up with the attendance officer (Parent And Student Support).
- A bespoke plan may be created to support children's individual needs.

For persistent absentees -

- The Parental agreement is reviewed
- During the Parental plan review, those involved will identify whether any additional support could be offered by the school or partner agencies (including Early Help).
- If poor attendance has been identified due to the child suffering from mental health issues including anxiety, the school will activate support for the child and family following the Lincolnshire EBSA Ladder. This will comprise of a graduated approach of support starting with a Plan, with support from the Lincolnshire Local Authority and local NHS services.
- Teachers will be informed of individualised plans to support children with their attendance and reintegration into learning.

4. Our expectations of attendance and punctuality

Pupils must arrive in school by 9:00am on each school day. The table shows registration timings. Registration ends at 9.15.

| | Morning timings | Afternoon timings |
|-----|-----------------|---|
| SIA | 9.00 | 12.45 (nursery and Reception) 1.15 (KS1) |
| SJA | 9.00 | 1pm |

Where parents decide to have their child registered at a school, they have a legal duty to ensure their child attends that school regularly, this means their child must attend every day the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Contact the academy on 01754 762059 or email admin@skegnessinfantacademy.org for Skegness Infants.
- Alternatively contact 01754 879166 or email admin@skegnessjunioracademy.org for Skegness Juniors to report their child's absence before 9:00 am on the day of the absence, and on each subsequent day of absence, and advise when they are expected to return.
- Provide the academy with more than 1 emergency contact number for their child. This is essential so that contact can be made in case of emergencies.

- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils are expected to:

- Attend school every day on time

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the office by 9:15am when registration closes.

Admin staff will:

- Take calls from parents/ carers about absence on a day-to-day basis and record it on the academy system.
- Transfer calls from parents/carers to the Attendance Officer, Heads of School or Family Key worker in order to provide them with more detailed support on attendance.
- The Attendance officer is responsible for: Monitoring and analysing attendance data
Providing regular attendance reports to staff and reporting concerns about attendance to the designated senior leaders responsible for attendance including the Head of School.
Working with staff and families to tackle persistent absence.
- The Attendance Officer is Mrs Samantha Bryan and can be contacted via sbryan@skegnessinfantacademy.org or on 07931 594917

The Senior Attendance Champion

In line with the statutory expectations set out in the Department for Education's *Working Together to Improve School Attendance* guidance (August 2024), the academy appoints a Senior Attendance Champion. This is a member of the senior leadership team with strategic responsibility for driving attendance improvement across the school.

The Senior Attendance Champion is responsible for:

- Providing strategic leadership for attendance and ensuring it remains a high priority area within the academy.
- Ensuring the academy meets all statutory duties, including accurate register keeping, robust follow-up procedures, and compliance with attendance data sharing regulations.
- Leading regular attendance monitoring meetings, using data to identify patterns, trends, and pupils needing targeted support.
- Ensuring staff across the academy understand their responsibilities and receive appropriate training related to attendance.

- Overseeing collaboration with parents, the Local Authority, external agencies, and safeguarding partners to remove barriers to attendance and escalate support where required.

At Skegness Junior Academy, the Senior Attendance Champion is the Head of School, Mr B Jacklin, supported by the Executive Principal. At Skegness Infant Academy, the Senior Attendance Champion is the Head of School, Mrs K Lewis-Bettison, supported by the Executive Principal. The Senior Attendance Champions can be contacted via the academy office or the administrative email address listed in this policy.

With the Executive Principal, the Head of School is also responsible for:

- Implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to the trust
- Monitoring the impact of processes and attendance strategies Monitoring the impact of work with local partners to improve attendance in identified cases.
- Working with local partners when formal procedures such as parental contracts, supervision orders and penalty notices are required.

5. Recording attendance

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

We will use the DfE codes to detail the attendance and absences.

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

The academy fully complies with the statutory requirements for attendance data sharing as set out in the Department for Education's *Working Together to Improve School Attendance* guidance (applicable from 19 August 2024). This includes adhering to the Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024, which legally require schools to:

- Share attendance data with the Department for Education and the Local Authority accurately and in a timely manner through approved digital systems.

- Maintain attendance and admissions registers in full compliance with the updated regulations, including the correct use of DfE attendance and absence codes.
- Share attendance information with safeguarding partners (including social workers, Virtual School Heads, and Youth Offending Teams) where necessary to meet statutory duties.
- Ensure timely data-sharing where a pupil's absence is at risk of becoming persistent or severe, enabling early identification and multi-agency intervention.

The academy recognises its legal duty to ensure all attendance data is shared securely, accurately, and in compliance with statutory requirements to safeguard pupils and ensure they receive their full-time education entitlement.

Unplanned absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by emailing the Academy using the admin email address or calling the academy office.

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

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or 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 in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment and medical evidence is provided (appointment letter/text/card). However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Parents can request a term-time absence by completing the online form for Skegness Infant Academy and Skegness Junior Academy using the following link <https://forms.office.com/r/4H3HWFaLn0> .

Go to section 6 to find out which term-time absences the academy can authorise.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Children arriving late will be noted in the attendance log in the office and regularly monitored by the Head of School, attendance team and Family Key Worker. Parents/carers of children who are consistently late will be invited into school by the attendance team for a supportive parent and student support meeting (PASS) where a parental agreement will be set up and further areas of support from external agencies explored.

Following up unexplained absence

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

- Call the pupil'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 pupil's emergency contacts, the academy may ask the Family Support Worker to do a home visit. If the Academy has not been informed of the reason for absence over consecutive days, the police may be asked to do a safe and well check.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later 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 absence continues, the academy will consider involving the best approach, which may be support offered via the Attendance Officer, Family Key Worker or signposting to a further outside agency depending on the circumstances.

Reporting to parents/ carers

The academy will regularly inform parents about their child's attendance, absence levels and punctuality through text messages, emails and letters. Information about attendance is also given at parent/carer feedback evenings and on annual reports.

6. Authorised and unauthorised absence

Approval for term time absence

The Head of school/Executive Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted with discretion, including the length of time the pupil is authorised to be absent for.

What are Exceptional Circumstance?

Exceptional circumstances are defined as being unique and significant emotional, educational or spiritual value to the child outweighs the loss of learning time.

Below are examples not defined as exceptional circumstances-

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather in school holidays
- Overlap of timings with the beginning and end of term
- Booked the wrong dates by mistake/did not check/ relative booked for them
- Family wedding attendance
- Family birthday
- Availability of time off work
- Can only get time for holidays in term time
- Family time
- Day trips
- Visits to see other relatives
- Holidays taken without following the correct procedure

Exceptional circumstances may be defined as-

- Illness and medical dental appointments

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- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart

There are other, infrequent, occasions where absences are permitted and coded as 'Authorised Circumstances'. This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement. Parents/carers should communicate with school if there are such circumstances.

The Head of School/ Executive Principal decision is final in such matters. The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with the leave of absence request form, accessible via the following links: Skegness Infant Academy / Skegness Junior Academy. Please use this link for the absence form <https://bit.ly/3W1GQKp>

Evidence may be required to support any request for a leave of absence.

Other valid reasons for authorised absence include:

Illness and medical//dental appointments.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. Parents must provide the exact nature of their child's illness. We cannot accept broad reasons such as: 'illness', 'poorly', 'feeling under the weather' or 'tired'. In order to authorise the absence, we need to know exactly what is wrong with your child. In some circumstances we may request further evidence of a child's illness to allow the absence to be authorised. We reserve the right to seek additional evidence related to the illness if we have any concerns regarding a child's attendance.

Please Note, family holidays should not be taken in term time as they damage progress and continuity of learning. We will not authorise any holidays unless they fit the criteria for very exceptional circumstances.

Term time holidays

If you choose to go ahead with a term time holiday, a Penalty Notice could be issued by the Local Authority under the following legislation:

- 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. The amount of the Penalty is based on the following:

For a first offence, if a parent pays the Penalty Notice within 21 days from the date it is served the sum due from the parent to discharge the Penalty Notice is £80.

The parent can still pay the Notice after 21 days, but the payment increases to £160. This must be paid before 28 days have passed from the date of service.

If a parent pays the amount due within the times set out above, then no further action will be taken against that parent for the offence on the date(s) set out in the Penalty Notice. For a further offence within a three-year rolling period, the payment will be £160. There is no discretion permitted for early payment.

A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

Unexplained absence for 10 school days

If a child is missing for ten school days, then the child will be referred to Education Welfare as a child missing in Education (CME). This may involve additional home visits and in some circumstances the police or other external agencies. If the missing child does not return to the school for a further ten days (20 school days in total) and there has been no contact from the parents/carers, then the child's place may be removed from the register. This decision will be made by the Head of School/Executive Principal after an individual assessment of risk has been made. School will notify the local authority if a pupil is removed from the school register.

Penalty Notices and Prosecution

It is important to be aware that poor attendance may result in the issuing of penalty notices to parents. These notices can apply to term-time holidays, any unauthorised absences, or a combination of both. The national threshold for issuing a penalty notice in England is 10 sessions of unauthorised absence within a 10-week period. This typically equates to 5 school days. (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Legal sanctions

Where all voluntary support options are unsuccessful or not appropriate (such as an unauthorised holiday in term time), the local authority can take forward legal intervention to formalise support and/or enforce attendance. This includes fines or a penalty notice. The arrangements for these procedures are found here <https://www.lincolnshire.gov.uk/council-business/fixed-penalty-noticescode-conduct>

7. How we monitor attendance

Monitoring attendance

The academy will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the academy and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term by the trust and DfE and published at national and local authority level through the DfE's school absence national statistics releases. The academy will compare attendance data to the trust and national average.

In line with the August 2024 statutory guidance, the academy ensures that all attendance data is shared with the DfE and Local Authority in accordance with the new national requirements for digital data collection and reporting. This includes regular and accurate transfer of attendance information to support early identification of persistent and severe absence, and to meet the wider safeguarding and statutory responsibilities set out in the national guidance.

Analysing attendance

The academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Attendance is monitored and analysed regularly. Daily monitoring takes place via the office and calls are made in the first instance to all parents and carers where children are not attending, and the academy has not been informed. Where a vulnerable child does not attend, a call may be made to the social worker or family key worker to carry out a home visit. Each week the Attendance Panel meets to discuss the previous week's attendance and punctuality of individuals and discuss further action that needs to take place. Safeguarding meetings occur fortnightly where attendance of vulnerable

children features. Analysis of the attendance of individuals, classes and groups of children takes place at the end of each term. This analysis is used to target individuals or groups of children who need further support. Information on attendance is fed back to the Trust board. The academy uses reports on attendance data (for example via the ISDR, FFT) for further analysis.

Using data to improve attendance:

The academy will:

- Provide regular attendance reports to class teachers and other academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence (SA) is where a pupil misses 50% or more of school.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, at risk of or persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance such as Family Action, Safer Families, social workers, Early Help workers, BOSS (Behavioural Support Service) and PRU (Lincolnshire Pupil Reintegration Unit).

8. Monitoring arrangements

This policy will be reviewed as guidance from the trust or DfE is updated, and as a minimum annually by the Head of School/Executive Principal. At every review, the policy will be approved by the academy's Education Director.

Appendix 1: Home Visit Flyer

What can/cannot be used for medical

| Acceptable | Not acceptable |
|--|---|
| Medical appointment letter/text (picture/screenshot emailed to the school office, or shown to office in person). | Photographs of your poorly child |
| Any medication that the child has been prescribed (pictures emailed to the office, clearly showing the child's name, and date it was prescribed) or shown to the office in person. | Photographs of sick/illness |
| Slip from the doctors/hospital confirming child has attended—emailed to the office, or shown to the office in person | Bringing your child to the office to show illness |
| Home visit from our Family Key Worker—dependent on availability | If you are unsure, please contact the office |

If you have any questions relating to attendance, or would like advice/support, please do not hesitate to contact Mrs Bryan:

Text:07931 594917

Tel: 01754 762059

Email: sbryan@skegnessinfantacademy.org

What happens if my child is absent?



Home visits & welfare checks—
guidance

We would like to remind parents/carers of our safeguarding procedures that are in place for children that do not attend school (due to illness, or any other reason)

If your child does not attend school, and we do not receive a reason why - a member of the safeguarding team may come to your home to ascertain why. This is called a 'safe and well check'. If your child has been absent from school and does not return on the 3rd consecutive day, a safe and well check may be carried out by a member of the safeguarding team

Please appreciate that we have a duty of care to the children who are a part of our school, and the safeguarding procedure is in place to make sure children are kept safe.

**Please be assured that home visits are mainly to offer support to families, and our Family Key Worker is more than happy to help with collecting medicine/prescriptions on your behalf, or even going to the shops to get you some milk or bread—
We know how difficult it is to get out with poorly children!**

Non-attendance checklist:

| Day of absence | Action |
|-----------------------|--|
| 1st day of absence | No reason provided— Home visit in some circumstances Reason provided— monitor |
| 3rd day of absence | Home visit may take place |
| 4th day of absence | Medical evidence must be provided for periods of absence (relating to illness) that lasts 4 or more days (otherwise the absence may be unauthorised) |

Important note: If your child is linked to a Notice to Improve or Notice to Improve warning, medical evidence must be provided for each day of absence for it to be authorised. If medical evidence is not received, the absence will be recorded as unauthorised.