



Attendance Policy

2023-24 Policy

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Author:	Mr Farr, Vice Principal
Approved by:	Mr Sparks, Principal
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Date of Review:	September 2024

Revision Log

Date	Item	Details of Change
August 2023	Aims	Policy 1.2 has condensed the aims, focusing on key aspects such as ensuring access to education, taking prompt action, recognising the desire to attend, rewarding attendance, acknowledging parental responsibility, and encouraging 100% attendance.
August 2023	Legal Framework	Policy 1.2 has consolidated the legal framework into a more succinct section, summarising the key laws and guidance documents that inform the policy.
August 2023	Attendance Register	Policy 1.2 has added details about register timings, content, attendance codes, preservation of records, arrival time, and punctuality, providing a more comprehensive overview.
August 2023	Absence Categories	Policy 1.2 has introduced a table outlining various categories of absence, providing a clear and organised presentation of this information.
August 2023	Interventions and Penalty Notices	Policy 1.2 has expanded on the interventions and penalty notices, providing more detailed information on the types of interventions and the structure of fines.
January 2024	DfE guidance	Updated to include specific references and quotes from DfE guidance.

1. Aims

- 1.1. At Stationers' Crown Woods Academy, we recognise the vital connection between regular attendance and academic success. We are committed to ensuring that every student benefits from the education we provide, and we believe that consistent attendance is key to achieving this goal. Our policy aims to:
 - 1.1.1. **Ensure Access to Education:** Every student has the right to a broad and balanced education, and no student should be deprived of educational opportunities due to absence or lateness.
 - 1.1.2. **Take Prompt Action:** We will act swiftly when necessary to improve attendance or punctuality.
 - 1.1.3. **Recognise Desire to Attend and Support Needs:** Most students are eager to attend, and we are here to help those who need assistance in fulfilling attendance obligations.
 - 1.1.4. **Reward Attendance:** Students who are punctual or show significant improvement in attendance should be acknowledged and rewarded.
 - 1.1.5. **Acknowledge Parental Responsibility:** Parents and carers are legally responsible for ensuring their child's attendance at the academy, as stipulated in Section 7 of the Education Act 1996.
 - 1.1.6. **Encourage 100% Attendance:** Through clear communication, improvement targets, accurate record-keeping, absence follow-up, and external support.
- 1.2. This approach aligns with the legal framework and the recent DfE guidance 'Working together to improve school attendance,' reflecting our dedication to creating an environment where every student can thrive and succeed.

2. Legal Framework

- 2.1. This policy has been crafted to encompass all the requirements stipulated by the relevant laws and guidance, ensuring full compliance with all regulations that govern school attendance. The key legal documents informing this policy include
 - 2.1.1. **The Education Act 1996:** Mandates that parents ensure their child of compulsory school age receives suitable education, either through regular attendance at school or otherwise.
 - 2.1.2. **The Education Act 2002**
 - 2.1.3. **The Education and Inspections Act 2006**
 - 2.1.4. **The Education (Pupil Registration) Regulations 2006**
- 2.2. In addition, this policy aligns with the Department for Education's documents:
- 2.3. ['Working together to improve school attendance'](#) (May 2022): Provides comprehensive guidance on promoting regular attendance.
- 2.4. Statutory guidance on ['School attendance parental responsibility measures'](#) (January 2015): Outlines the responsibilities of parents and the measures that can be taken to ensure attendance.

3. Other Policies

- 3.1. This Attendance Policy links with:
 - 3.1.1. Safeguarding & Child Protection Policy
 - 3.1.2. Special Educational Needs Policy
 - 3.1.3. Teaching & Learning Policy
 - 3.1.4. Assessment, Reporting and Recording Policy and Marking & Feedback Policy
 - 3.1.5. Relationships, Health and Sex Education Policy
 - 3.1.6. LAT Policies
 - 3.1.6.1. Attendance Policy
 - 3.1.6.2. Uniform
 - 3.1.6.3. Suspensions
 - 3.1.6.4. Searching & Screening Policy

4. Roles and Responsibilities

4.1. Royal Borough of Greenwich (RBG): As part of our academy's approach to maintaining and improving attendance, RBG will:

- 4.1.1. Work closely with SCWA, providing specialist support.
- 4.1.2. Meet regularly with the attendance lead to enhance attendance and punctuality and reduce persistent absence of pupils.
- 4.1.3. Advise on Education Legislation and DfE guidance regarding School Attendance/Absence.

4.2. Leigh Academies Trust (LAT) Governance: As part of our academy's approach to maintaining and improving attendance, LAT Governance will:

- 4.2.1. Review attendance regularly, scrutinise data, and hold leaders accountable.
- 4.2.2. Annually review the Attendance Policy, ensuring all provisions are in place for effective implementation by staff, parents/carers, and students.

4.3. Academy Leadership Team: As part of our academy's approach to maintaining and improving attendance, the Leadership Team will:

- 4.3.1. Nominate a Senior Leadership Team member to oversee attendance and an Attendance Lead to coordinate attendance across the academy.
- 4.3.2. Actively promote excellent attendance to students and parents/carers.
- 4.3.3. Annually review and update the Attendance Policy in line with Government legislation and Local Authority guidance.
- 4.3.4. Keep staff informed about the Attendance Policy and their roles in promoting, recording and dealing with attendance issues.
- 4.3.5. Regularly report attendance data to both Leigh Academies Trust and RBG.
- 4.3.6. Ensure clear and effective systems for recording and reporting attendance.

4.4. Attendance Lead: As part of our academy's approach to maintaining and improving attendance, the Attendance Lead will:

- 4.4.1. Regularly review attendance.
- 4.4.2. Coordinate communication with parents/carers regarding attendance concerns.
- 4.4.3. Offer support via external agencies to foster positive relationships and improve attendance.
- 4.4.4. Monitor and enhance the attendance of children with a social worker through their virtual school.
- 4.4.5. Coordinate rewards and reporting of attendance across the academy.

4.5. All Staff: As part of our academy's approach to maintaining and improving attendance, all staff will:

- 4.5.1. Complete registers within the first 20 minutes of every lesson.
- 4.5.2. Discuss attendance with tutees and report barriers to relevant pastoral teams.
- 4.5.3. Promote positive attendance and engage in the whole school attendance strategy.
- 4.5.4. Actively participate in any CPD on or around attendance.

4.6. Parents/Carers: As part of our academy's approach to maintaining and improving attendance, all parents/carers will:

- 4.6.1. Keep the Academy informed of up-to-date contact details for their child.
- 4.6.2. Ensure their child attends the academy during academy hours and avoid appointments during these times.
- 4.6.3. Contact the academy before 9 am if their child is unable to attend.
- 4.6.4. Communicate with the relevant pastoral team if there are any barriers to their child attending.

5. Attendance Register

5.1. In compliance with the law, Stationers' Crown Woods Academy, like all schools (excluding those where all pupils are boarders), is required to maintain an accurate attendance register. Every pupil must be included in this register.

5.2. Register Timings and Content: The attendance register will be taken:

5.2.1. First Session: At the start of the first session of each school day, no later than 9.00 am.

5.2.2. Second Session: Once during the second session, no later than 1.20 pm.

5.3. During these times, the register will record the status of every pupil, categorising them as:

5.3.1. Present: In attendance at the school.

5.3.2. Attending an Approved Off-Site Educational Activity: Participating in a sanctioned educational event outside the school premises.

5.3.3. Absent: Not present without an approved off-site activity.

5.3.4. Unable to Attend Due to Exceptional Circumstances: Absent for reasons beyond the pupil's control.

5.4. Attendance Codes

5.4.1. For a detailed explanation of Stationers' Crown Woods Academy's attendance codes, please refer to Appendix 1, which aligns with the Department for Education's guidance in 'Working together to improve school attendance' (Page 55).

5.5. Preservation of Records

5.5.1. Every entry in the attendance register will be preserved for a period of 3 years following the date on which the entry was made.

5.6. Arrival Time & Punctuality

5.6.1. Punctuality is a vital aspect of student responsibility and success at Stationers' Crown Woods Academy. Period 1 begins at 8.30 am daily. Pupils are expected to arrive at school no later than 8.25 am on each school day. Timely arrival ensures that students are present and prepared for the start of the academic day. The following procedures are in place for pupils arriving after 08:30 am.

5.6.1.1. 8.30 am - 8.55 am: Students arriving during this time must sign in with the Attendance Officers at the main entrance.

5.6.1.2. After 8.55 am: Students arriving after this time must sign in at their home school.

5.6.1.3. Unauthorised Lateness: Any unjustifiable reason for lateness will be recorded as unauthorised.

5.6.1.4. Importance of Signing In: It is imperative that students sign in to comply with appropriate health and safety regulations.

5.7. Sanctions: Sanctions will be implemented on those who are late or persistently late, as detailed in the Behaviour for Learning Policy.

6. Absence Categories

The table below outlines the various categories of absence at Stationers' Crown Woods Academy, detailing how each is reported and/or recorded.

Category	Description
Unplanned Absence and Illness (I)	Parents/carers must notify the Academy on the first day of an unplanned absence by 9.00 am. This can be done by email or telephone to the Academy. Where a student exceeds more than 3 days absence within a year, medical evidence may be requested for any further future absences.
Medical or Dental Appointments (M)	Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it cannot be avoided, students should attend the Academy for as much of that day as possible.
Authorised Absences (C)	There may be some instances where the Academy will authorise absence such as a family bereavement. All authorised absences other than medical appointments or illness require a leave of absence request to be email.
Fixed Term Suspensions (E)	In the event a student is issued with a fixed term suspension, this is treated as an authorised absence. These will be dealt with in line with the Academy's Behaviour for Learning Policy.
Family Holidays and Extended Leave (G/H)	We cannot permit leave of absence for holidays. The Principal has the power to grant authorised absence for exceptional circumstances. In the event there is such a request, this must be put in writing to the attention of the relevant Head of College and we ask for a minimum of two weeks' notice.
Religious Observance (R)	The Academy recognises there may be times when students of different faiths observe religious festivals that fall outside of the academy's holidays and weekends. We will allow two days authorised absences for these times. These absences will be verified by our Attendance Advisory Officer in conjunction with Greenwich Council as they hold the official record for dates of religious observance. Parents will be aware of these dates and should give the school written notice in advance.
Sporting Activity/Competition (P)	In the event a student is taking part in a sporting activity this will need to be put in writing to the Head of School. The final decision on approving the absence/activity rests with the school. Evidence will be required.
Interview (J)	In the event a student has an interview with a prospective employer or educational establishment, this should be put in writing to the Head of School. Evidence will be required.

7. Attendance Monitoring for Students at Risk/Vulnerable

- 7.1.** The Academy takes special care in monitoring all students, particularly those recorded as vulnerable or at risk:
- 7.1.1. Monitoring:** All students are closely monitored, and any concerns are recorded and reported.
 - 7.1.2. Immediate Action:** Concerns are acted upon immediately with appropriate staff and external agencies where necessary.
 - 7.1.3. Safeguarding Procedures:** The Academy follows safeguarding procedures and agency referral procedures as set out in our safeguarding policy.

8. Persistence and Severe Absence

8.1. Attendance is categorised as follows:

8.1.1. **Persistent Absentees:** Students with less than 90% attendance at any one time.

8.1.2. **Severe Absentees:** Students with less than 50% attendance at any one time.

9. Children Missing from Education (CME)

9.1. In alignment with the Royal Borough of Greenwich/Bexley Borough's procedures to safeguard missing children:

9.1.1. **Responsibility:** The Attendance Officer/Lead is responsible for checking and referring to any student absent for more than 20 sessions (2 weeks) without contact from parents

9.1.2. **Home Visit:** To be conducted to ascertain where a student is/check on their welfare.

10. Interventions and Penalty Notices

10.1. At Stationers' Crown Woods Academy, in collaboration with Greenwich Council, we are committed to promoting regular attendance and addressing any issues that may arise. Rather than relying solely on fixed penalty notices or prosecution, a full range of interventions will be considered, tailored to the individual circumstances of a family. These interventions include:

10.1.1. **Attendance Improvement Plans (AIP):** Customised plans to address and improve attendance issues.

10.1.2. **Education Supervision Orders:** Issued by Greenwich Council to supervise a child's education.

10.1.3. **Attendance Prosecution:** Referral completed by the Academy to Greenwich Council for legal action.

10.1.4. **Parenting Orders and Voluntary Orders:** Implemented by Greenwich Council to ensure parental responsibility.

10.1.5. **Fixed Penalty Notices:** Issued by Greenwich Council for unauthorised absences.

10.2. Penalty Notices for Unauthorised Absence: Greenwich Council has the authority to fine any adult responsible for the day-to-day care of a child of compulsory school age for unauthorised absence. The fines are structured as follows:

10.2.1. **£60:** If paid within 21 days.

10.2.2. **£120:** If paid within 28 days.

10.2.3. **Payment Recipient:** All payments must be made directly to Greenwich Council.

10.3. **Criteria for Referral: A referral to Greenwich Council for a penalty notice will be considered based on specific criteria, including:**

10.3.1. **10 Sessions or 5 Days Unauthorised Absence:** Within 100 days, including being late after 9 am.

10.3.2. **One-Off Instances:** Such as unauthorised holidays lasting 10 sessions or 5 days.

10.3.3. **Fixed Term Suspended Pupil:** Found in a public place during school hours without reasonable justification.

10.4. Non-Payment of Penalty Notices: If a penalty notice remains unpaid after 28 days, Greenwich Council has the discretion to either prosecute the parent or withdraw the notice.

11. Strategies for Promoting Attendance

11.1. The following strategies can be used to promote attendance:

- 11.1.1. regular communication with staff, students and parents/carers;
- 11.1.2. MCAS so parents can access their child's attendance;
- 11.1.3. communication sent out for students who are absent without reason;
- 11.1.4. letters in the event a student's attendance falls below expectations;
- 11.1.5. home visits where necessary;
- 11.1.6. utilise external agencies where necessary;
- 11.1.7. digital displays for tutor group attendance
- 11.1.8. Attendance Improvement Plans (AIPs);
- 11.1.9. certificates and rewards for students with positive attendance; and
- 11.1.10. We have a limited number of uniform items which have been loaned if this is a barrier to attendance.

12. Removing a Pupil from Roll

12.1 - As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken we will remove the student from academy roll due to continued serious absence.

Where a pupil has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Where a pupil has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

13. Education for Health Needs including SEMH

13.1 In the event a student is identified as having health needs (including SEMH) the academy will work with the family to explore support and interventions.

Working together to improve school attendance.' (Published May 2022)

Pupils with medical conditions or SEND

Point 40: 'Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.'

Point 41. 'Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education.'

Appendices

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Appendix 1: Attendance Flow Chart

Attendance Staff

Attendance Lead/Delamere attendance: Ms Leigh MacKenzie

Ashdown Attendance: Ms Sian Roberts

Sherwood Attendance: Ms Cheryl Campbell

Arden Sixth Form: Ms C Francis

RGB Attendance Advisory Officer: Ms M Fadil

Attendance Profile

Student attendance profiles sent home, explaining the student cohort process

Concerns & Support

- 3 days (6 sessions) absence OR 2 days (4 sessions) unauthorised absence
- Letter (AIL 1) sent to inform parents of the academy's concerns and support offered

Unsatisfactory Improvement 	Improvement		No Action/Monitor
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STAGE 1

- 6 days (12 sessions) absence OR 4 days (8 sessions) unauthorised absence
- Letter (AIL 2) sent requesting medical evidence and support offered

Unsatisfactory Improvement 	Improvement		No Action/Monitor
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STAGE 2

- 8 days (16 sessions) absence OR 6 days (12 sessions) unauthorised absence
- Parent/Carer invited to support meeting
- RBG informed

Unsatisfactory Improvement 	Improvement		No Action/Monitor
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STAGE 3

- Referral to RGB Attendance Advisory Officer

Unsatisfactory Improvement 	Improvement		No Action/Monitor
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STAGE 4 - Pre Conference Meeting

- Parent/Carer invited to support meeting with SLO/Attendance Lead
- Warning of possible legal proceedings

Unsatisfactory Improvement 	Improvement		No Action/Monitor
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Stage 5 - Legal Action

- RGB Attendance Advisory Officer initiates legal proceedings

Unsatisfactory Improvement	Improvement		No Action/Monitor
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Penalty Notice(s)

- In the event that a student accumulates 5 days (10 sessions) of unauthorised absence (code O) in a period of 50 school days (100 sessions) our attendance leads may proceed with a PN.
- In the event that a student accumulates 10 sessions of unauthorised absence for AM mark (code U - arrives after registers close @ 9.10am) in a period of 50 school days (100 sessions) our attendance leads will proceed with a PN.
- In the event that a student is taken on holiday during term time (code G) our attendance leads will proceed with a PN (5 days

or 10 or more sessions in 50 days (100 sessions).

Appendix 2: Attendance Code List

Mark	Type	Description
	Cancelled	Cancelled
#	Cancelled	Planned whole or partial school closure - not counted in possible attendances
/	Present	Present
?	Missing Mark	Precreation Mark
\	Present	Present (pm)
B	Educational Activity	Educated off site (NOT dual registration)
C	Authorised Absent	Other authorised circumstance
D	Cancelled	Dual registration
E	Authorised Absent	Excluded
F	Authorised Absent	Extended family holiday
G	Unauthorised Absent	Family holiday (not agreed)
H	Authorised Absent	Family holiday (agreed)
I	Authorised Absent	Illness
J	Educational Activity	Interview
K	Present	Internal Seclusion
L	Present	Late before registration closed
M	Authorised Absent	Medical/dental
N	Unauthorised Absent	No reason yet provided
O	Unauthorised Absent	Unauthorised absence
P	Educational Activity	Approved sporting activity
Q	Present	Any other interventions
R	Authorised Absent	Religious observance
S	Authorised Absent	Study leave
T	Authorised Absent	Traveller absence
U	Unauthorised Absent	Late after registration closed
V	Educational Activity	Educational visit
W	Educational Activity	Work experience
X	Cancelled	Non-comp school age absence
Y	Cancelled	Unable to attend due to exceptional circumstances
Z	Cancelled	Pupil not yet on roll

Appendix 3: Attendance Concern - Letter 1



STATIONERS'
CROWN WOODS ACADEMY

Stationers' Crown Woods Academy
145 Bexley Road, Eltham, SE9 2PT

Telephone: 0208 850 7678

Email: info@scwa.org.uk

Website: www.scwa.org.uk

Principal: Mr Joseph Sparks

Date

'Dear Parent name

Student name - DOB
Attendance Concern - Letter 1

We are writing to you with regards to **STUDENT's** attendance which is currently **90%** and is below our Academy and Government expectations. Our aim at Stationers' Crown Woods Academy, which is also stated in our Home Academy Agreement, is for all students to achieve at least 97% attendance and to arrive on time.

STUDENT's attendance has become a cause for concern and must be addressed urgently. We recognise the relationship between attendance and achievement for every child is inextricably linked. Therefore, it is imperative that this issue is acknowledged to ensure your child's overall success at Stationers' Crown Woods Academy is maximised.

We are bringing this to your attention as we would like to work with you to try and remove any barriers that may be having an impact on attendance.

Please do not hesitate to contact us using the following email: **(email of admin/small school)**

We look forward to an improvement and would like to take this opportunity to thank you for your ongoing support.

Yours sincerely

Mr Head of school
Head of SMALL School

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145 Bexley Road, Eltham, London SE9 2PT
t: 020 8850 7678 e: info@scwa.org.uk www.scwa.org.uk



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Appendix 4: Attendance Concern - Letter 2



**STATIONERS'
CROWN WOODS ACADEMY**

Stationers' Crown Woods Academy
145 Bexley Road, Eltham, SE9 2PT

Telephone: 0208 850 7678

Email: info@scwa.org.uk

Website: www.scwa.org.uk

Principal: Mr Joseph Sparks

Parent Name
Address - Line 1
Address - Line 2
Postcode

Date

Dear Parent name

**Student name - DOB
Attendance Concern - Letter 2**

We are writing to you to express our concern regarding **STUDENT'S** attendance which has continued to decline following our previous communication. Our aim at Stationers' Crown Woods Academy, which is also stated in our Home Academy Agreement, is for all students to achieve at least 97% attendance and to arrive on time.

Unfortunately, **Student's** attendance is **88%** and we must now ask that medical evidence is provided for any future absences. If evidence is not provided the absence will be recorded as unauthorised by the Academy. A copy of an appointment card or prescription is sufficient as medical evidence.

We recognise the relationship between attendance and achievement for every child is inextricably linked. Therefore, it is imperative that this issue is acknowledged to ensure your child's overall success at Stationers' Crown Woods is maximised.

Please do not hesitate to contact us using the following email: **(email of admin/small school)**

We look forward to an improvement and would like to take this opportunity to thank you for your ongoing support.

Yours sincerely

Mr Head of School
Head of SMALL School

Scholarship | Fellowship | Leadership

145 Bexley Road, Eltham, London SE9 2PT
t: 020 8850 7678 e: info@scwa.org.uk www.scwa.org.uk

Stationers' Crown Woods Academy is part of Leigh Academic Trust



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Appendix 5: Attendance Concern - Letter 3



STATIONERS'
CROWN WOODS ACADEMY

Stationers' Crown Woods Academy
145 Bexley Road, Eltham, SE9 2PT

Telephone: 0208 850 7678

Email: info@scwa.org.uk

Website: www.scwa.org.uk

Principal: Mr Joseph Sparks

Parent Name
Address - Line 1
Address - Line 2
Postcode

Date

Dear Parent name

Student name - DOB
Attendance Concern - Letter 3

Further to our previous communication, we are writing to you to make you aware that there has been no significant improvement with **STUDENT's** attendance. **STUDENT's** attendance has now declined to a concerning **70%**.

Our aim at Stationers' Crown Woods Academy, which is also stated in our Home Academy Agreement, is for all students to achieve at least 97% attendance, as well as, arriving at school on time.

As a result of our concerns we are required to have an attendance meeting to discuss this issue and initiate an AIAP (Attendance Improvement Action Plan).

In the event there is not a consistent improvement with **student's** attendance, or we are unable to organise a meeting, we will need to refer **STUDENT** to our Attendance and Welfare Officer who will then be required to arrange a home visit.

Please do not hesitate to contact us using the following email: **(email of admin/small school)**

We look forward to an improvement and would like to take this opportunity to thank you for your ongoing support.

Yours sincerely

Mr Head of School
Head of **SMALL** School

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145 Bexley Road, Eltham, London SE9 2PT
t: 020 8850 7678 e: info@scwa.org.uk www.scwa.org.uk



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Appendix 6: Attendance Infographic

What does your child's end of year attendance mean?

From the start of the year to the end of the year there are 190 days when it is a **legal requirement** to attend school. The table below shows the impact any time off school has on your child's education:

Days Absent	Attendance %	Weeks Absent	Outcome
1	99%		Making Good Progress
5	97%	1	SCWA Minimum Target
10	94%	2	Cause for Concern
15	92%	3	Underachieving
20	89%	4	Underachieving
25	86%	5	Underachieving
30	84%	6	Considerable Underachievement
35	81%	7	Considerable Underachievement
40	78%	8	Serious Underachievement