

England Lane Academy - Attendance Policy

England Lane Academy is committed to providing a quality education for all pupils. We believe that pupils can only benefit from the education in our academy through strong school attendance. We will therefore strive to achieve the highest possible attendance for all pupils and support families through this.

Our school will actively promote and encourage 100% attendance for all pupils. Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. The academy tracks the attendance of all pupils and will support families where attendance drops below 95%. Outside agencies (e.g. Wakefield Authority) may be informed as an additional tool in supporting families. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

Rewards for Good Attendance and Punctuality

At England Lane Academy, we recognise the importance of good attendance and punctuality and as a result we reward the children in the following ways:

- Weekly prize draws
- Half termly raffle
- Dojos for being in school on time
- Door letters are collected daily if a class has 100%. Once 'England Lane Academy' is collected, the class are awarded £10 to spend.
- Highest class attendance wins the Attendance Bear for the week.
- Weekly game of Snakes and Ladders where classes with 96% and over could win an additional prize.

*Rewards are continually reviewed and we take pupil voice into consideration.

Punctuality – Arriving and Leaving School on Time

Early Years and KS1 open their doors at 8:40am and KS2 opens its doors at 8:45am. Registration begins at 8:45am and ends at 9.00 am. If a pupil arrives after this time, they should be accompanied by the parent to school office and they will be marked as L in the register, which means they are late. If they arrive after 9:25am, they will be recorded as U, which means they are late, after registration has closed. You may receive a letter,

a home visit and be invited to a support meeting if we are concerned about the number of lates your child has.

England Lane Academy has a breakfast club, and all pupils are welcome. The breakfast club opens at 8:00am and provides your child with a healthy breakfast and the opportunity to develop their social skills. You may find that regular attendance at breakfast club may help improve your child's punctuality.

Please be prompt when collecting your children from school at 3:10pm for EY and KS1 and 3:15pm for KS2; we will begin to call through named contacts at 3:25pm. If we are unable to make contact, the police or social care may be contacted to ensure the family are safe and well.

Reporting Absence

We appreciate that children are sometimes genuinely ill. If your child is going to be absent due to illness, it is parental responsibility to notify the school when their child is unexpectedly absent (e.g. illness) to telephone on the first day of absence before 8.40am. If you leave a message on the answerphone service before 8:00am please give your child's name, class and reason for absence. This is to be done for each day of absence, even if it is consecutive. If you do not contact the office, school will ring you followed by every contact number we hold for your child until we speak to somebody until we obtain a valid reason for absence.

The school has the right to un-authorise an absence if the reason given is not deemed to be valid.

If your child is absent, we may visit the family home to ensure that your child/ children are safe and well. If we are still unable to speak to a named contact and are unable to see the child during a visit, then we may call 101 to seek police assistance in locating the family.

Dentist and Medical Appointments

It is an expectation that medical appointments are booked around the school day where possible. This may be with the exception of an emergency appointment (e.g. with a consultant or hospital appointment). An appointment card or letter must be presented to the school office.

Holidays in Term Time

Holidays during term time will not be authorised, unless there are exceptional circumstances, and an Education Penalty Notice will be requested from the local authority. If parents are planning to remove their children from school to take them on holiday, we request that they completed a Planned Absence Request in advance and, in a timely manner, which are available from the school office. If a Planned Absence Request is not completed for a term time holiday, but we have reason to believe the child is on holiday, then an Education Penalty Notice will still be requested.

Penalty Notices

As of 19th August 2024 there have been key changes to penalties. Parents of children with 10 or more sessions of any unauthorised absences, within a 10 week period, could be issued with a fixed penalty, in line with local authority. These unauthorised absences can be cumulative or consecutive.

*There are 2 session in a school day

- First offence: The penalty is £80 per parent per pupil and if not paid within 28 days this will increase to £160. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court.
- Second offence: The penalty is £160 per parent per pupil. There will be no reduction for paying early. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court.
- Third offence within a 3 year period: May result in parent prosecutions. A fine up to £1000 may be imposed by the Magistrates.

Procedures for Poor Attendance

Attendance and lateness will be continually monitored by school staff.

Where pupil attendance drops below 95% and/or patterns of attendance cause concern, parents will be contacted, and support will be put in place. This may take the form of written communication, meetings will be held to formulate action plans to improve attendance, and if necessary, referral to other agencies, that can offer support.

Children Missing Education

The school follow guidance from the DfE regarding Children Missing Education. Where children on roll at England Lane Academy do not attend for ten consecutive days, and enquiries have been completed through phone calls and home visits, we will inform the Wakefield Children Missing Education Team.

Review Date: September 2026