

Attendance Policy

September 2025



1. Rationale

- 1.1 The JCB Academy strives to create an environment which enables and encourages all learners to reach their full potential.
- 1.2 For learners to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly. All learners should attend the academy on time every day during term time unless the reason for their absence is unavoidable.
- 1.2 This policy is written in line with *Working together to improve school attendance*:
https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

2. The importance of regular attendance

- 2.1 Any absence affects the pattern of a learner's education and regular absence will seriously impact their learning and attainment. In addition, learner absence can disrupt teaching and learning routines and adversely affect the learning of other learners in the same lesson or challenge team.
- 2.2 Ensuring regular attendance at the academy is a parent's¹ legal responsibility and permitting absence from the academy without a good reason creates an offence in law which can result in prosecution.
- 2.3 The Anti-social Behaviour Act 2003 amended section 444 of the Education Act 1996 to allow parents to be issued with a penalty where they failed to ensure regular attendance of their child of compulsory school age (5-16) and school registered.
- 2.4 If a penalty notice is issued, it will be issued to each parent at the rate of £80 per parent per child and will increase to £160 per parent per child if not paid within 21 days. Failure to pay the £160 fine within 28 days may lead to court proceedings. Each parent will only be given up to two fines for the same child in a three-year period; the second fine in three years will be at the flat rate of £160. If a child is off school three or more times within the three years, the parent will not be fined, but may be taken to court. If a parent is found guilty in a magistrate court this may result in a criminal record.

3. Promoting regular attendance

- 3.1 Helping to create a pattern of regular attendance is everybody's responsibility - parents, learners and all members of academy staff. In order to enable this the academy will:

¹ Within this document, the term parent refers to those with parental responsibility for a learner



- Provide parents with information relating to their son's/daughter's attendance on a regular basis and via the following methods:
 - Access via the Class Charts app.
 - Publishing term dates via the academy website so there is no confusion regarding the dates that learners should attend.
 - Providing parents with regular reports which detail a learner's attendance percentage and provide information relating to authorised and unauthorised absences.
 - Communicating with parents if a learner's attendance falls below 95% and is a concern.
- Celebrate good attendance by sending congratulatory letters home as well as awarding certificates to learners who achieve an attendance percentage of 100% across each term.
- Provide literature to parents which raises the awareness of the importance of attendance and how parents and staff can work together to raise attendance levels across the academy.

4. Understanding types of absence

- 4.1 Each learner receives two register marks each day, an 'AM mark' at 08:45 and a 'PM mark' at 12:45; absences are therefore recorded in half days as two sessions.
- 4.2 Every half-day absence from school has to be classified by the academy (not by parents) as either 'authorised' or 'unauthorised'. This is why information relating to the cause of any absence is always required, preferably in writing.
- 4.3 Authorised absences are mornings or afternoons away from the academy for good reasons such as illness, medical/dental appointments which unavoidably fall during the academy day, emergencies or other unavoidable causes.
- 4.4 Unauthorised absences are those which the academy does not consider reasonable and for which no prior permission has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings. This includes:
 - Parents keeping a learner off school unnecessarily.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Learners who arrive at school too late to get a mark on the register.
 - Reasons given which include activities such as shopping, looking after other children or birthday celebrations.
 - Day trips and holidays taken in term time which have not been agreed by the Principal in advance.



- 4.5 Whilst any learner may, at times, not be able to attend the academy because they are ill, sometimes they can be reluctant to attend for other reasons. Any problems relating to attendance are best resolved between the academy, parents and the learner, at the earliest opportunity. If a learner is reluctant to attend, it is never advisable for parents to cover up their absence or to give in to pressure to excuse them from attending. This can give wrong impressions around the importance of attendance and can contribute to becoming a school refuser.
- 4.6 The academy asks that parents always share concerns that they have regarding a learner's reluctance to attend the academy. In the first instance, this information should be shared with the learner's Tutor, Assistant Head of Year or Head of Year.

5. Persistent absenteeism

- 5.1 A learner becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the academic year for any reasons. Absence at this level will considerably damage a learner's educational prospects and the academy needs fullest support and co-operation from home to address this.
- 5.2 The academy monitors all absence thoroughly and implements the following procedure in order to avoid any learner becoming a PA. Whilst the below are standard timings, any learner may require intervention at any point.
- If a learner is absent from the academy, parents will be telephoned on the first day of absence if staff have not heard from them or if there is a specific need to do so.
 - The current attendance percentage will be highlighted on each grade report sent home.
 - Attendance below 95% and of concern. Introductory letter/email home stating there are some concerns with attendance; the aim of this is to open communication. The letter will formally highlight the academy's concerns and offer help if it is required. In some cases, the Attendance Lead will consider co-ordination of a meeting with the parents, either at the academy or via a home visit. At the discretion of the academy, the home visit could either be planned or unannounced.
 - Attendance below 90% and the learner has 20 sessions (10 days) absent due to medical or illness reasons. The Attendance Lead will send a formal letter requesting medical evidence to authorise any future absence. Future absences will then only be authorised if appropriate medical evidence is provided. The academy considers the following as medical evidence, but it should be noted that the local authority may consider some too lenient and not appropriate in certain circumstances:
 - Copy of a prescription.
 - Slip with date, learner's name and surgery stamp signed by receptionist.
 - Medical appointment card with an appointment entered.



- Letters concerning a hospital appointment.
- Screen print of medical notes.
- GP's medical certificate.
- GP's letter.
- Medication prescribed by a GP.
- Letter signed by a health professional.

5.3 After ten sessions, over a rolling ten-week period of unauthorised absence (five days of school), a referral to the local authority for statutory action could be triggered. The unauthorised absence can be made up of O, U and G codes.

5.4 The period for calculating the sessions will be based on the previous 12 school weeks (this could span over two academic years).

6. Absence procedures

6.1 If a learner is absent, parents must report the absence through Class Charts to advise of the reason for the learner's absence and when it is anticipated they will return. The absence should be reported on the first day of absence before 9:15am. Other available options to contact the academy include telephoning and selecting option 1.

6.2 If a learner is absent from the academy, staff will:

- Telephone parents on the first day of absence if there has been no contact from them. A voicemail will be left if there is no answer.
- Implement the above detailed persistent absence procedure if a learner's attendance becomes a cause for concern.

7. Contact details

7.1 There are times when the academy needs to contact parents about many different matters, including learner absence; as such, an accurate and up to date record of parents' contact details is crucial. The academy requests that parents advise the main office and year teams, of any changes to their contact details.

8. Role of the Local Support Team

8.1 Parents are expected to contact the academy at an early stage and to work with both the relevant Tutor, Head of Year/Assistant Head of Year and Attendance Lead in resolving any attendance issues together; this is nearly always successful as a method of addressing such problems.

8.2 If difficulties cannot be resolved in this way, and the learner's attendance falls below 90% and they have 20 unauthorised absences, the academy will refer the learner to the local authority. The local authority will use sanctions such as penalty notices or prosecutions in the magistrates' court. Full details of the options open to enforce attendance at school are available from Staffordshire County Council.



- 8.3 Any period of leave of absence taken without the agreement of the Principal, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a penalty notice through the Local Support Team.

9. Lateness

- 9.1 Poor punctuality is not acceptable at the academy. If learners miss the start of the academy day they can miss valuable work or instructions which can adversely affect the remainder of their day's lessons. In addition, learners who arrive late can disrupt lessons.
- 9.2 All learners who arrive late to the academy must sign in at Visitor Reception detailing their time of arrival and the reason for their lateness.
- 9.3 The academy manages lateness in the following way:
- The academy day starts at 08:30 and all learners are expected to be in their first lesson of the day at that time.
 - Registers are taken by 09:15 and learners will receive a late mark if they are not in by that time.
 - At 09:15 the registers are closed. In accordance with regulations, learners arriving after that time will receive a mark that shows them to be on site, but this will not count as an 'am' present mark and it will mean they have an unauthorised absence.
 - Should a learner arrive after 09:15 but before 11:00, due to a medical appointment, the learner will receive a late mark so long as evidence of the appointment is received. This is to encourage parents and learners to attend the academy irrespective of the distance required to be travelled without academy transport.
 - Parents are encouraged to make routine medical and dental appointments outside school time whenever possible. Where such appointments in school time are unavoidable a "present" mark may still be awarded if the learner attends for as much of the session as possible.
- 9.4 Parents of learners with unauthorised absences could face the possibility of a penalty notice if the problem persists. If a learner has a persistent late record, their parents will be asked to meet with the Attendance Lead and the relevant Head/Assistant Head of Year to resolve the problem. However, parents can approach the academy at any time if they are experiencing problems getting their son/daughter to the academy on time.
- 9.5 Learners who are persistently late to lessons may be placed on Timekeeping Report for a period to support them in addressing their lateness; if a learner is placed on Timekeeping Report, their tutor will notify parents who will be asked to initial that they have seen the report card each day.



- 9.6 Ten persistent late attendances (arriving after the register has closed at 09:15) can result in a penalty notice being issued. These late attendances do not have to be consecutive and will be based on the previous 12 school weeks and could span over two academic years.

10. Holidays in term time

- 10.1 Taking holidays in term time will affect a learner's education as much as any other absence.
- 10.2 If a parent requires the academy to consider a leave of absence from school they should apply to the Principal, giving as much notice as possible. They can do this by using a Learner Leave of Absence application form which can be downloaded from the website or a hard copy picked up from Learner Reception.
- 10.3 The Department for Education makes it clear that the Principal may not grant any leave of absence during term time unless there are exceptional circumstances. Requests should be made well before the desired period of absence. There is no automatic right to any leave in term time.
- 10.4 In making a decision, the Principal will consider the circumstances of each application individually, including previous patterns of leave in term time. Other considerations will include whether the absence will be immediately before and/or during assessment periods or examinations.
- 10.5 Any period of leave taken without the agreement of the Principal, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a penalty notice.
- 10.6 Should the academy decide not to grant a leave of absence and a learner is taken out of the academy or an absence is not requested the absence will be recorded as unauthorised, which may result in a penalty notice fine. If a penalty notice fine is issued, it will be issued to each parent at the rate of £80 per parent per child and will increase to £160 per parent per child if not paid within 21 days. Failure to pay the £160 fine within 28 days may lead to court proceedings. Each parent will only be given up to two fines for the same child in a three-year period; the second fine in three years will be at the flat rate of £160. If a child is off school three or more times within the three years, the parent will not be fined, but may be taken to court. If a parent is found guilty in a magistrate court this may result in a criminal record.

11. Responsible staff

- 11.1 Academy staff who have specific responsibility for attendance are:
- Director of Standards
 - Associate Director of SEND
 - Associate Director of Year
 - Assistant Head of Year



- Attendance Lead
- Administrative Assistant (Registers)

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