



# ANSFORD ACADEMY

LEARNING TOGETHER TO LEAD OUR LIVES



## Attendance Matters



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We take seriously our shared responsibilities of working together as a community, striving for excellence in all we do and ensuring that the school community is valued for who we are and who we can become. Through high academic and personal expectations, we inspire our students to enjoy their time here and ensure that they leave fully prepared for the next phase of their lives, reflecting on the importance of attendance and belonging. The following table outlines the roles and responsibilities of the student, the family and the Academy.

Students are expected to:	Families are expected to:	The Academy is expected to:
To attend school every day the school is open.	Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear attendance policy on the school website which all staff, students and parents understand.
To adhere to academy rules and procedures.	Notify the school as soon as possible when their child is going to be absent (e.g. sickness)	Develop and maintain a whole school culture that promotes the benefits of good attendance.
To be punctual to school and to lessons.	Only request leave of absence in exceptional circumstances and to do so 4 weeks in advance of the absence date.	Accurately complete admission and attendance registers.
To build strong relationships with academy staff.	Book any medical appointments around the school day where possible. If unable to do so, ensure appointments cause minimal impact to the academic day.	Have robust daily processes to follow up absence.
To communicate any concerns that may have an impact on regular attendance.	Provide supporting medical evidence to the Academy in advance of scheduled medical appointments.	Have a dedicated senior leader with overall responsibility for championing, and improving, attendance.
	Provide medical evidence for long term medical conditions and absence.	Work with students, parents, local authority and multi-professional agencies to establish the best outcomes for families.
	Communicate and work with the Academy to overcome barriers to poor attendance.	



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Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires families, schools and local partners to work collaboratively. Our aim is to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. We will always take into consideration individual needs.

## Working with Families

If your child has been absent from school on a number of separate occasions, we may write to you or seek to speak with you to notify you that their overall attendance percentage is decreasing. This is not to be seen as a negative communication but rather a way of us keeping you informed of what our data is telling us and a reminder that should you, or your child, have any concerns around attending school you are welcome to come in and discuss this with us. We will always try to help wherever we can.

Our letter process starts by advising families of a reduced level of attendance; however further absence will result in a second letter which will invite you to come into the school for a discussion.

Genuine illness will be recorded as authorised however, repeated illness related absences will need to be evidenced, and we may require extra information to enable us to continue authorising the absences. Parents are encouraged to refer to the 'Is my child too ill for school?' guidance published by the NHS in relation to common medical conditions. This information can be located on the NHS website

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We will always aim to work with parents to resolve any attendance difficulties however in cases where we have undertaken many unsuccessful attempts we will seek the involvement of the Education Engagement Service (EES).

## Levels of Attendance

<u>Descriptor</u>	<u>Attendance</u>	<u>Whole Days Absent</u>	<u>Lost Hours of Learning</u>	<u>Risk</u>
Excellent	100% - 99%	0-2	0-10	No risk of poor attendance impacting on learning
Good	98.99% - 95%	3-10	15-50	Minimal risk of poor attendance impacting on learning
Requires Improvement	94.99% - 91%	11-17	55-85	Risk of underachievement
Persistent Absence	90.99% - 81%	18-36	90-180	Significant risk of underachievement
Critical	80.99% - 51%	37-93	185-465	Severe risk of underachievement
Severe	>50.99%	97	485	Underachievement in all subjects



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## Rewarding Positive Attendance

Good attendance is acknowledged through assemblies, attendance certificates and positive reward points. Student attendance is also analysed on an individual basis which takes into consideration individual needs. As a school we acknowledge that some students may find it harder to attend school due to factors beyond their control <sup>1</sup>and therefore good attendance is also acknowledged on individual merit and improvement which may be outside of the designated figures.

## Persistent Absence

Absence that continues in spite of school support and measures is classed as **Persistent Absence**. This includes:

- Any child who has 3 days absence or 6 sessions in a 30 day period
- Any child who has below 90% absence

## Severe Absence

A student is classed as having severe absence if they are absent from school more than they are present (over 50%). Students who fall into this bracket will need intense support and a collaborative approach from multi agencies. The Academy will work with families, agencies and the Education Safeguarding Service in providing specific support.

## Punctuality

Being late to school can also have a considerable impact with regards to student attainment. The table below shows just how much time can be missed over a year by being just 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year



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## **Request for Term Time Leave**

Leave during term time is strongly discouraged due to the inevitable disruption caused to the educational progress of individual students and school staff.

All requests for term time leave should be submitted at least 4 weeks in advance using the 'Term Time Leave Request Form' which can be located in the attendance section of the Academy website. In the exceptional cases where a decision is made to authorise leave during term time, families are reminded that this is only for the period in question at the time and so it should not be assumed that authorisation will be granted for any future request.

Where a period of unauthorised term time leave is taken, whether this has been requested or not, please note that you may be at risk of a £80 per child, per parent fine from Somerset County Council. Further details of the prosecution process are available on their website: Somerset County Council - Attendance and Missing Education<sup>2</sup>.

## **The Law**

Regular attendance at school is important. Failing to attend school regularly can have a major impact on children's education, their future and their life chances. Regular attendance means attending school every day, arriving at school on time and attending every lesson.

Under section 7 of the Education Act 1996, parents are responsible for ensuring their child (from age 5 to age 16) receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be through regular school attendance or through elective home education (EHE)

If a child who is registered at a school fails to attend regularly and there are no legitimate reasons, then parents are guilty of an offence under section 444 of the Education Act 1996. If convicted, parents will be liable to a fine up to £2500 or a prison sentence of up to 3 months, Magistrates may also impose a Parent Order.

The legal measures available to Local Authorities in respect of School Attendance are detailed in the DFE document Working Together to Improve School Attendance (August 2024)<sup>3</sup> and The Education (Penalty Notices) (England) (Amendment) Regulations 2024<sup>4</sup>

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<sup>2</sup> [School Attendance and Children Missing in Education](#)

<sup>3</sup> [Working Together to Improve School Attendance from 19th August 2024](#)

<sup>4</sup> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

## **Key Contacts**

Leanne Sweetlove  
Pastoral Support Lead: Attendance Intervention and Support [Leanne.Sweetlove@ansford.net](mailto:Leanne.Sweetlove@ansford.net)

Frances Hirst  
Senior Attendance Champion [frances.hirst@ansford.net](mailto:frances.hirst@ansford.net)

Jonathan Davis  
Head of Years 7 [jonathan.davis@ansford.net](mailto:jonathan.davis@ansford.net)

Tracie Walsh  
Head of Year 8 & 9 [tracie.walsh@ansford.net](mailto:tracie.walsh@ansford.net)

Ben Willson  
Head of Year 10 [ben.willson@ansford.net](mailto:ben.willson@ansford.net)

Josh Newbury  
Head of Year 11 [josh.newbury@ansford.net](mailto:josh.newbury@ansford.net)