Iford
Academy

Parent and Carer Guide to Attendance

Contents

		Page no.
1.	Daily attendance	2
2.	Lateness • Lateness codes • Lateness sanctions	3 3 3
3.	Absence • Absence requests • Absence for illness • Absence codes	4 4 5 5
4.	Stages and alerts	6
5.	Support	6

Daily attendance

Each school day is divided into **two** attendance sessions. Attendance is recorded twice daily - once at 9am and again at 12.30pm. It is important to note that one full day of absence is counted as two separate sessions of absence. For a student to achieve 100% attendance for the day, they must be present at school during both of these sessions. This means being checked in at both the morning and midday attendance times.

Lateness

All students are expected to be in school by 9am. Ilford Academy is open daily from approximately 8am and although some staff may be present, staff are not on duty until 9am. Any student that arrives after 9.30am **must** report to the main reception and sign in. Parents and carers are expected to inform the academy if their child is going to be late and the reason why. This can be done via phone or email:

ifordattendance@ta.weareauthentic.education

01202 424361

The academy **will** ask parents and carers for a reason as to why their child was late and in cases of persistent lateness will discuss support available.

Lateness codes

L

If a student arrives between 9.15 am and 10.30 am they will receive an L code. This is classed as a present mark and will not impact a student's overall attendance.

U

If a student arrives after 10.30 am they will be coded as U (late after registers officially close). A U code is classes as an unauthorised absence and will impact a student's overall attendance. It will also count towards legal action – further information can be found later in this document. The only exception to this is if a reasonable reason for the lateness has been provided by the parent or carer, in this case an L code will be used instead.

Lateness sanctions

Where a reasonable reason for lateness has been provided by the parent or carer, no sanction for lateness will be issued. The academy will make the final decision on whether the reason provided is reasonable. Where no reason has been provided, or the reason is not deemed as reasonable by the academy, the following sanctions will be implemented:

Persistent lateness can result in a student receiving a reflection to make up the lost time, then a meeting with parents.

Absence

Parents and carers must inform the academy each day that their child will be absent, including a reason by 9am. This can be done via phone or email:

ifordattendance@ta.weareauthentic.education	01202 424361

There are a select few instances where daily contact is not required:

- Pre-planned professional leave
- Another pre-planned absence
- When a student has been signed off school by a doctor/medical professional and confirmation of the sign off period has been given to the school.

The academy will start to follow up on any unexplained absences from 9.30am, initially via Arbor alert and then phone calls to **all contacts** listed for the student.

If there are two consecutive days of absence with no contact from the parents or carers, then the academy will conduct a home visit welfare check. If there is no answer, the academy may then contact 101 or 999 for a safe and well check.

Absence requests

All pre-planned absence requests must be submitted via the online absence form which can be found here: https://tregonwell-academy.co.uk/docs/Student_Leave_Request_Form.pdf.

Depending on the type of absence, confirmation/evidence will be requested and must be provided in order for the absence to be authorised.

Types of confirmation/evidence may be:

- Letter
- Text
- Email
- Appointment slip

Where possible we suggest making appointments for times that would not mean your child being absent from school at 9 am or 2.30 pm to ensure that the appointment does not have a negative impact on their overall attendance.

No holiday request will be authorised and may be subject to a fixed penalty notice from BCP.

Absence for illness

Where a student is absent for illness and the absence exceeds three consecutive days, the school may conduct a check in phone call.

If a Doctor is consulted for an illness, please provide evidence of this via:

Appointment confirmation text/email	E-consult confirmation text/email	Photo/copy of prescription	The academy **will not** ask you to obtain a doctors note.

For sickness related to a bug and/or diarrhoea, the exclusion period is **24 hours** after the last bout. All other illness related exclusion periods can be found on our attendance policy on the school website.

Absence codes

A full list of attendance codes used by schools can be found on the .gov website: Working together to improve school attendance - GOV.UK.

Common codes which Ilford Academy use		
Authorised codes which **do not** impact overall school attendance	Professional leave	**P**
	Educational trip	**V**
	Work experience	**W**
Authorised codes which **do** impact overall school attendance (if logged at a roll call session)	Medical appointment	**M**
	Illness	**I**
	Interview	**J1**
	Any other absence deemed exceptional circumstances	**C**
Unauthorised codes which **do** impact overall school attendance (if logged at a roll call session)	Unauthorised absence	**O**
	Late after registers officially close	**U**
	Holiday	**G**

Stages and alerts

There are four main stages when monitoring attendance:

Stage 1	*Referred to as Letter 1*	An initial attendance warning or alert
Stage 2	*Referred to as Letter 2*	This stage can be a meeting, attendance contract or Fast Track to Attendance
Stage 3	*Referred to as Letter 3*	Warning of possible legal action
Stage 4	*Referred to as Letter 4*	Referred to Local Authority who may pursue legal action

Every student's attendance is reviewed case-by-case, and each stage from stage 2 will be decided based on the students' individual circumstances.

Regardless of the reason, when a student's attendance drops below 96%, a Letter 1 will be issued. This is because we are required to inform parents and carers at certain trigger levels.

Attendance alerts via Arbor will be sent termly for any student who is below 96% at the end of each term.

Support

If your child is experiencing any barriers to attending school, we have a range of support available. Should you wish to discuss your child's attendance or want to access any of the support available, please get in touch (include contact details).