LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

LACON CHILDE SCHOOL

ATTENDANCE POLICY

DATE POLICY WAS APPROVED	23/10/2026
DATE POLICY WILL BE REVIEWED	SUMMER 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	HEADTEACHER

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- **Lacon Childe School**
- SHaW (Shropshire, Herefordshire and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level. Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB or Trust members, trade unions, local business leaders etc.

Not only do schools equip children with the knowledge and qualifications they need for later life, but they are also places where children make friends, learn new hobbies, and build on their ambitions for the future. If we want to offer every child the best chance in life, it must start with ensuring that they can regularly attend school.
Rachel de Souza, Children's Commissionner 2023

Legal Framework
This policy has been developed in line with the Department for Education's statutory guidance, Working together to improve school attendance 2026, and the School Attendance (Pupil Registration) (England) Regulations 2024. The school will maintain admission and attendance registers in accordance with statutory requirements and will use the national attendance and absence codes when recording attendance.

Purpose
At Lacon Childe we are committed to supporting all our students to attend school every day as we recognise that being around friends and teachers is the best way for students to learn and reach their potential. We strongly believe that education is a right, and we know that if we want to give our students the best start in life, we must ensure that we collaborate with our families and other stakeholders to break down the barriers and challenges facing our young people. Lacon Childe believe that excellent attendance is essential to every student's education, well-being safeguarding and future successes. Regular attendance enables pupils to make sustained academic progress, develop positive relationships, participate fully in school life and benefit from the wider opportunities provided by the school.

Attendance Culture and partnership with families
As parents/carers, you have a legal duty to ensure your child receives a full-time-education. We ask you to work with us to promote and reward good attendance and punctuality. You play a vital role in supporting your child to access their education by fostering a culture of commitment to learning. You are responsible for ensuring your child's regular and on-time attendance, which not only supports their academic progress but also instils essential life skills.
Sometimes a student may not want to attend school. We encourage parents/carers and students to be open and honest with us about the reasons for absence so we can identify barriers and offer support at the earliest stage.
Where attendance is affected by a medical condition, mental health need, SEND, social care involvement, caring responsibilities or other vulnerability, the school will consider what reasonable support or adjustment is required and will work with relevant professionals and families to support attendance.

Circumstances in which absence may be authorised
There are only a small number of circumstances in which a student may be absent from school and the absence authorised. These include:

- Illness - your child is too unwell to attend.
- Leave of absence - you have asked in advance and been given permission by the school for your child to be absent on a specific day due to exceptional circumstances.
- Religious observance - your child cannot go to school on a specific day because they are observing a religious event.
- Your Local Authority is responsible for arranging your child's transport to school and it is not available or has not been provided yet.
- Your child does not have a permanent address, and you are required to travel for work. This exception only applies if your child attends their usual school or another school where you are staying as often as possible. This must be 200 half days or more a year if they are aged 6 or older.

These are the only circumstances where schools can permit your child to be absent. The school will consider each request or notification carefully and will make attendance decisions in line with statutory guidance and national attendance codes. We encourage families to contact the schools and speak to form tutors, heads of year, and pastoral support staff to discuss any concerns that you may have around your child's attendance. You can access their contact details here.

Reporting absence and first-day response
Attendance at Lacon Childe is overseen by the following members of staff:

- Miss Warrington, Assistant headteacher: Attendance and DDSL
- Mrs Howells, Attendance Officer

The times of the school day are shown in the table below and we ask that you support your child to be in school on time every day.

Registration / Tutorial Time	8.45am-9.10am
Period 1	9.10am-10.10 am
Period 2	10.10am-11.10 am
Break	11.10am-11.30 am
Period 3	11.30am-12.30 pm
Period 4	12.30pm-1.30 pm
Lunch	1.30pm-2.10 pm
Period 5	2.10pm-3.10 pm
Registration / Tutorial Time	3.10pm-3.15pm

We ask that if your child cannot attend school on a particular day, this absence is reported before 8:45am by one of the following ways:

- Email the Attendance officer to attendance@laconchildeschool.co.uk
- Or call 01299 270312 (Option 1) to leave a message, please quote your child's name and year group.

This should be repeated for each subsequent day of absence, unless an alternative arrangement has been agreed with the school, in line with safeguarding requirements.

Lacon Childe have systems in place to identify unexplained absence promptly. The school will follow up unexplained absence on the first day and may use telephone calls, text messages, emails, emergency contacts and home visits where appropriate.

Our attendance team check the attendance registers and if a student is absent following our tutor time register and no communication has been received then we will contact you via telephone or via text. If we cannot establish the reason for the absence, we will classify the absence as unauthorised.

As part of our attendance and safeguarding procedures, we carry out safe and well checks when students are absent from school. These visits form an important part of our duty of care and to ensure that both students and families have access to the support they need. If your child has been absent for a period of two days or longer, we will be in contact and may visit to see what support we can offer. If we are unable to contact you and have no information as to the whereabouts of your child or following 3 or more days absence, a home visit will be completed. We understand that, on occasion, they may seem unnecessary; however, it is essential that we follow our procedures consistently to ensure the safety and wellbeing of all children and to support families where we can. Please be assured that these checks are completed solely to support our safeguarding responsibilities. All home visits are carried out by our Family Liaison Officer- or a member of our pastoral team. We always follow appropriate procedures when carrying out reasonable enquiries e.g. discussions with the designated safeguarding lead (DSL), relatives, landlords etc. to determine whether a student may be at risk of harm. We inform the local authority of any student who has missed ten school days or more without permission and when appropriate, the school's DSL will make a referral to social services and/or police.

We ask all parents/carers to provide us with more than one emergency contact number. This gives us additional options to contact a responsible adult to establish the reason behind the absence. Our Attendance Officer prioritises phone calls and home visits for key students. As part of our school's offsite/alternative provision protocols, schools make daily contact with alternative providers to ensure students have arrived at their placement. Absences are then pursued to fulfil safeguarding duties.

Safeguarding and Attendance
Our school has a duty to safeguard the welfare of all students and so any concerns about a student's attendance will be investigated promptly to ensure support for their well-being and safety. All unexplained or extended absences (3 or more days absent) will trigger safeguarding procedures, which will include home visits and communication with relevant agencies. Where attendance concerns raise a safeguarding concern, the school will act promptly in line with the Trust safeguarding policy and Keeping Children Safe in Education. This may include contact with the Local Authority and other agencies at an early stage where appropriate.

Lateness
We believe that students need to develop good habits and be on time for school and every lesson. Persistent lateness can lead to fixed penalty notices for parents/carers. Lacon Childe expects students to arrive before the start of the school day and be present for registration/tutorial time. School registers will be completed in accordance with statutory requirements. Attendance is recorded using appropriate statutory attendance codes. Persistent lateness can significantly reduce learning time and will be monitored in the same way as absence. Where a student is repeatedly late the school will investigate the underlying reasons and provide appropriate support and challenge. It is our policy to keep our attendance registers open for 30 minutes from the start of school.

Late arrival before the register has closed will be marked as Code L and will count as present. A student arriving after the register has closed at 9.15am will be marked absent for the morning session with Code U, or with another absence code if that is more appropriate. For students arriving late to school or lessons, a sanction will also be applied. For further information please refer to our Behaviour for Learning Protocols.

Holidays during term time
Under the School Attendance (Pupil Registration) (England) Regulations 2024, Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

The school's term dates are published a year in advance and are available on our website with the expectation that parents/carers will ensure that holidays are taken during school holiday times.

Parents/carers who would like to request a leave of absence for exceptional circumstances should complete a leave of absence request to the Headteacher in advance. Holidays in term time are not normally considered exceptional circumstances.

Applications for leave of absence, which are made and refused, will result in the absence being unauthorised, which may result in legal action against parents/carers, by Penalty Notice, if the student is absent from school during that period.

Support for attendance
We are dedicated to student-centred actions and establishing a collective responsibility for attendance and recognise the pressure that non-attendance can put on families. We work collectively, both with our Trust schools, other local schools, and the Local Authority to share best practice to address attendance issues effectively, implement strategies such as early intervention, support for families, access to mental health support, as well as creating a positive and inclusive school environment. We encourage our parents/carers to communicate with us to ensure we have the right knowledge to support our students, so we can work together to remove barriers to attendance. We are reflective and regularly review our approach and support to ensure we are providing the best possible targeted care for our students and families. Our dedicated pastoral team work with students, parents, external agencies and the Local Authority to remove barriers to attendance, and to resolve any issues that may be impacting on a student attending school regularly. The pastoral team can support, signpost and advise regarding any issues around school attendance/punctuality.

Our Multi-Tiered System of Support (MTSS) ensures comprehensive attendance intervention for all our students. The system incorporates staff, students/young people, parent/carers, and external agencies and is completely aligned with Department for Education (DFE) guidelines.

Our school MTSS is designed to remove barriers to attendance and consists of three tiers:

- **Tier 1 Universal school wise strategies:** provides a universal offer to all our students and young people including, for example; the administration of medication as and when this is required, staff building strong and positive relationships with all students and adults, parents communicating with teachers any concerns, opportunities to talk about concerns with pastoral staff, engagement with the character academy, homework club and uniform support.
- **Tier 2 Individualised strategies:** provides early internal support and intervention that includes for example: working with identified students and their families to understand and address reasons for absence, signposting and providing access to external agencies, co-creating, and supporting any targeted interventions.
- **Tier 3 Higher needs strategies:** provides higher levels of support for students and families who require access to external agency support for example: actively engaging in multi-agency efforts with the local authority and other external partners, collaborating with all stakeholders on creating and implementing highly specialised interventions which may include; The social prescriber, The Mental Health in Schools team, and the Wellbeing and Emotional Support Teams in Schools.

External agencies play a crucial role in supporting school attendance by helping us to offer specialised services and resources to address various attendance-related challenges. They provide additional support for both students and their families, helping to tackle underlying issues such as health problems, social or behavioural difficulties, and other barriers to attendance. As a school, we proactively engage with all external agencies and where necessary pay to ensure that our students have ongoing access to the support they need. We signpost families to relevant services, including outshine, counsellors, and other local authority teams. By working together, external agencies and schools can identify and address these issues effectively, promoting improved school attendance and well-being.

Persistent absence, severe absence and students at risk

A student is persistently absent when they miss 10% or more of possible school sessions across the academic year, whether those absences are authorised or unauthorised.

The current ‘Persistent Absence’ threshold according to Government guidelines is 10% or more of possible school session. This includes both authorised or unauthorised absence. Evidence shows that, in general, the higher the percentage of sessions missed across the Key Stage, the lower the level of attainment at the end Year 11. Specifically, students with no absences are 2.8 times more likely to succeed by achieving five or more good passes at GCSE, including mathematics and English (Department for Education).

In the context of school attendance and education in the UK, the terms ‘Persistent Absence’ (PA), Risk of Persistent Absence’, and ‘Severe Absence’ (SA) are used to describe different levels of irregular attendance by students.

- ‘Risk of Persistent Absence’ is used to describe students whose attendance is consistently below 95% but has not yet reached the 90% threshold for persistent absence. As the school communicates to parents/carers in days, we identify **10-18 days** absence as at risk of PA, each half term this may look like two to three days absence.
- ‘Persistent Absence’ is when a student has missed 10% or more of their possible school sessions. This includes both authorised and unauthorised absence. For most students during the academic year this will amount to **19 days absence**.
- ‘Severe Absence’ is when a student has missed 50% or more of their possible school sessions, this is the equivalent to **95 days or more missed**.

Number of days missed	Tier Support Level	Category
5 days missed	1	Attendance monitoring
6-9	2	Early intervention
10 -18	2	Risk of Persistent Absence (PA)
19>	3	Persistent Absence At risk of Severe Absence

Irregular attendance, Unexplained Attendance and Penalty Notices
If a student of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parent/carers may be guilty of an offence and can be prosecuted by the local authority. Further information can be found on the Attendance Shropshire Council and Worcestershire Children's First website: Education Law.

We are obliged to refer any issues to the Local Authority who will decide whether to issue a Penalty Notice. A school will refer a student to the Local Authority if:

- A student's has a pattern of irregular attendance, meaning 10 or more days of absence.
- A student's attendance declines below 90%, unless appropriate medical evidence is provided to excuse absence. In cases where a student's poor attendance is due to repeated vague or minor illnesses, we may unauthorise the absence, unless the absence is confirmed by a form of medical evidence (i.e. a doctor's note or appointment card, copy of prescription).
- A student's attendance declines rapidly and there is little evidence of parental/carer engagement.
- A student's attendance declines rapidly and parents/carers refuse to accept their responsibility for ensuring that their child attends the school every day and on time.
- Parents/carers condone their child's absence or truancy.
- Parents/carers remove their child from school for unauthorised absence including family holidays.

The Local Authority may issue a Penalty Notice to a parent/carer, in accordance with the current national framework.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same student within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

The Local Authority's code of conduct states that 'the issuing of a Penalty Notice is considered appropriate in cases' of:

- An excluded student is found in a public place during the school hours of the first five days of exclusion
- Overt truancy is detected (including being caught on truancy sweeps)
- Parentally condoned absence is evidenced
- Unauthorised leave of absence has been taken (unauthorised family holidays)
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

The Education Act 1996 states that parents/carers must ensure their children of compulsory school age receives appropriate full-time education according to their age, ability, and aptitude. This can be by regular attendance at school, at alternative provision, or otherwise. Non-attendance and refusal to work with the school may result in a fine of up to £2500, a community order, jail sentence and a Parenting Order. We hope as parents/carers you will work with us to best support your child, so this does not need to happen.

Elective Home Education and removal from a school roll
The 1996 Education Act states that, *'it is the duty of parents to secure an appropriate full-time education for their children of compulsory school age'*. Parents/carers can carry out this duty by ensuring their child attends school *or* parents/carers may decide to take on the duty to educate their child/children themselves and educate them at home – this is called Elective Home Education.

We respect the right of parents/carers to educate their child at home, however, are aware that sometimes this is a response to dissatisfaction with school or other difficulties. We encourage parents/carers to discuss their concerns with the appropriate school leaders in order to allow the opportunity to find solutions and provide support.

The school will only remove a student from roll where a legal ground applies under the 2024 regulations, and after completing all required checks and notifications Removing a student from the school roll is a very important decision. Students who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm.

Where students have moved out of area, they are only deleted from the school admission register when the school is satisfied that the student has been added to the admissions register of a new provider. In cases where this cannot be established, our schools will follow the 'de-rolling checklist' provided by the Local Authority. If, having completed the checks, the student's whereabouts have not been determined, our school may remove the student from roll after 20 days of continuous unauthorised absence.

After a permanent exclusion, our schools must ensure that a student's name is removed from the school admission register if 15 school days have passed since the parents/carers were notified of the governing board's decision to not reinstate the students and no application has been made for an independent review panel; or the parents/carers have stated in writing that they will not be applying for an independent review panel.

Where an application for an Independent Review Panel has been made within 15 school days, the school must wait until the review has been determined, or abandoned, and until the Governing Board (or a committee acting on its behalf) has completed any reconsideration that the panel has recommended or directed it to carry out, before removing a student's name from the admission register.

Additional policies
This attendance policy should be read alongside our other Trust wide and school policies including the safeguarding policy, behaviour and anti-bullying policy, curriculum, assessment and teaching policy, Special Educational Needs and Disabilities (SEND) policy and the pupil premium statement.

Appendix 1: Definitions

The terms ‘Persistent Absence,’ ‘Risk of Persistent Absence,’ and ‘Severe Absence’ are used to describe different levels of irregular attendance by students.

Students who are at risk of persistent or severe absence will be identified early and offered appropriate support.

Here are their definitions:

Persistent Absence (PA):
Definition: Persistent Absence is a term used to describe a level of student absence from school that is a significant cause for concern.
Threshold: In England, a student is persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of possible school sessions. This includes both authorised and unauthorised absence. For most students during the academic year this will amount to **19 days absence.**

Risk of Persistent Absence:
Definition: The term ‘Risk of Persistent Absence’ refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.
Threshold: While there is no specific threshold for ‘Risk of Persistent Absence,’ it is typically used to describe students whose attendance is consistently below 95% but has not yet reached the 90% threshold for persistent absence. As the school communicates to parents/carers in days, we identify **18 days to 12 days** as at risk of PA.

Severe Absence (or Severe Persistent Absence):
Definition: The term ‘Severe Absence’ is used to describe the most serious cases of non-attendance.
Threshold: Focus will be given by all to students who are absent from school more than they are present (those missing 50% or more possible of school). These severely absent students may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners and potential flexible adjustments to support them further.

Appendix 2: Parental Agreement to Administer Stock Medicine: Paracetamol / Antihistamine

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed, we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

Name of school	Lacon Childe School	
Name of child		
Date of birth		
Year group		
Medical condition or illness		
Medicine		

The Supporting Students with Medical Conditions Policy permits Lacon Childe to administer the following non-prescription medication if your child develops the relevant symptoms during the school day.
Students will be given a standard dose suitable to their age.
Parents/Carers will be called beforehand to ensure no medicine has been given within the preceding 4 hours.

The school holds a small stock of the following medicines:

	Paracetamol
	Antihistamine

Tick the non-prescription medications above that you give your consent for the school to administer during the school day and confirm that you have administered these medications in the past without adverse effect. Please keep the school informed of any changes to this consent.

Parent/Carer Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

Signature(s) _____ Date _____

Print name _____