



Leigh Academy
Longfield

Attendance & Punctuality Policy

September 2025

Review Date: September 2026

L Anderson

Attendance & Punctuality Policy

This policy should be considered in conjunction with the following associated policies and procedures:

- Behaviour Policy
- Safeguarding Policy
- Attendance Policy (Leigh Academies Trust)

Introduction

The purpose of this document is to develop a shared understanding of the respective roles and responsibilities of pupils, parents, school staff, the Trust Attendance Officer and Governors in relation to improving and maintaining good school attendance at Leigh Academy Longfield. In order for any attendance and punctuality policy to be effective it must be consistently applied throughout the whole academy, by all staff.

Attendance expectations at Leigh Academy Longfield

Academy attendance is mandatory from the beginning of the academic year. This means from that point, the usual rules on school attendance will apply, including:

- Parents/carers' duty to secure that their child attends regularly at the academy
- Academies' responsibilities to record attendance and follow up absence referring cases to Trust Attendance Officer
- The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
- Penalty notices have changed from August 2024 in line with the new DFE guidance; [Working together to improve school attendance 2024](#). Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court. If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a flat rate of £160 per parent per child if paid within 28 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court. In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A statutory attendance referral may be made to the local authority and may result in prosecution through the Magistrates Court.

Leigh Academy Longfield values excellent attendance

100%	99%	98%	90%	84%	80%	74%
190 School days a year	186 days of education	182 days of education	171 days of education	160 days of education	152 days of education	140 days of education
0 days off school in a year	4 days off in a school year	8 days off in a school year	19 days off in a school year	30 days off in a school year	38 days off in a school year	50 days off in a school year
			Research suggests that your child would now be failing 1-2 grades below their potential	Your child would have missed 6 weeks of Education	Research suggests that your child would now be failing 2-3 grades below their potential	Your child would have missed 10 weeks of education
Excellent! Your attendance is on track			Concerning You are now classed as 'Persistent Absentee'		Serious concern The local authority will be moving towards court action	

Roles & responsibilities

Roles and responsibilities of academy staff

It is the role of the Attendance Officer to carry out most administrative procedures regarding attendance within the academy. This includes the operation of Bromcom attendance, recording absences and first day contact home, monitoring attendance figures and patterns, and liaising with the Student Services Managers on all relevant issues.

It is the responsibility of the Academy Principal to decide whether requests for any compassionate leave under exceptional circumstances should be authorised during term time having been given information on the pupil's level of attendance by the Attendance Officer. The Principal should make the final decision on authorisation of any particularly contentious absences.

The Vice Principal responsible for Attendance and Behaviour should oversee all aspects of attendance and punctuality within the academy. This includes liaising with external agencies, the Attendance Officer, the Student Services Managers in setting attendance related targets, leading on or initiating attendance meetings with pupils and parents, staff INSET, and managing the attendance team.

The Student Services Managers and Safeguarding Team should work closely with the Attendance Office and the Family Liaison Officer to be the link between home, school, external agencies and most importantly the pupils themselves. This could involve undertaking home visits with the Trust Attendance Officer and meeting the pupil during or outside of school time, working with families and supporting the pupil in any attendance issues with a view to improving his/her overall level of attendance.

Roles and Responsibilities of the Student Service Managers

The Attendance Officer will be expected to make appointments for weekly meetings with the Student Services Managers and Attendance Officer at the academy. The purpose of these meetings will be to review the attendance data within each college, progress towards targets, and to identify any areas of difficulty. In doing so the Attendance Officer will be expected to help the academy to self-evaluate and identify any actions that can be taken to improve performance. The Attendance Officer should bring to the weekly college attendance meeting academy data, benchmarking information, and a list of all pupils whose attendance is below key thresholds for discussion including those students in critical attendance and persistent absence categories.

Responsibilities of Parents & Pupils

It is expected that parents will support the academy in every way possible to ensure that their child's attendance is above the government's and our own academy target which is 95%.

Annual holidays should be arranged outside of term time as any holiday which is taken in term time will not be authorised. A letter addressed to the Academy Principal must be written to request for any time off taken during term time with the extenuating circumstances explained and then submitted at least one month prior to the period of absence where possible.

If a pupil is absent from the academy, it is the responsibility of the parent/carer to telephone or e-mail the relevant college admin before 8.30am on the morning of each day of absence, stating the reason for absence. Failure to follow these procedures will likely result in the absence being unauthorised.

It is advised that as much as possible parents/carers should arrange medical and other such appointments outside of the school day so that valuable learning time is not being lost, preferably on the Wednesday of the week where the day is shorter. The relevant college admin should be informed of medical appointments in advance where possible.

Removing a Pupil from Roll

As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken we will remove the student from academy roll due to continued serious absence.

Where a pupil has failed to attend the academy for 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Where a pupil has failed to attend the academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Punctuality

It is the responsibility of the students to ensure that they arrive punctually for both morning and afternoon registration and to all lessons. It is essential that students respond to parental and academy support and encouragement to have the highest possible level of attendance and punctuality. The academy has high standards for punctuality and students will be sanctioned for persistent lateness. This includes late to lessons or when they arrive late to the academy without a justifiable reason. There is a 3 strike rule, if a student is late on 3 occasions to lessons or if they are late to the academy on 3 occasions the student will be given an after school detention.

Late to the Academy

Students who arrive at the academy after 8.30am will be marked as 'late', unless there is a justifiable reason. The expectation is that all students should be ready to learn by 8.30am. Therefore, arriving at the academy by 8.25am enables all students to get to the line ups or their tutor base, ready to learn by 8.30am.

Students who arrive at the academy after 8.30am are recorded as late to the academy and will be given a late mark. If a student arrives late to the academy on x 3 separate occasions (without a justifiable reason), they will be required to sit an after-school detention (45 minute) the following day. Failure to attend the 45 minute after-school detention will result in the student sitting a 75-minute Principal's Detention on a Friday.

Students who arrive at the academy after 9.00am (without a justifiable reason) will be marked as 'late' and given a principal's detention. They will be spoken to by the relevant College team and given a Principal's Detention. Failure to attend the Principal's detention will result in a 1-day internal exclusion.

In exceptional cases where there is a valid reason for lateness that the student cannot control - parents are required to telephone or email the academy and explain the reason for absence prior to student's arrival to the academy. If the parents have not contacted the academy to explain the reason for lateness then the student will be given a Principal's detention if they arrive after 9.00am.

Late to lessons

The structure of the academy day allows for 5 minute 'transition time' between lessons. This allows sufficient time for students to arrive at their next lesson on time regardless of where their lesson is located within the academy building. If a student arrives late for a lesson without a justifiable reason, their classroom teacher is required to record the number of minutes late. If a student arrives more than 5 minutes late for a lesson without a justifiable reason then they are issued with an After-School Detention. If a student is more than 10 minutes late the classroom teacher sends an email to 'oncall' and the student is collected and spoken to by a member of the SLT/pastoral team. The consequence for this will be a Principal's Detention which will be sat on Friday.

Registration procedures

Staff should register pupils on Bromcom at the beginning of each period. Pupils should be marked present with a “/” and absent with an “N”. Only a member of staff can take the register; under no circumstances should a pupil do the register as it is a legal document. Staff should ensure that the Bromcom register is not flashed up on the board as it is confidential. If a pupil arrives late to the lesson, teachers should mark the student in as ‘late’ and enter the amount of minutes late on Bromcom.

Registers for Roll Call will officially close 30 minutes after the start of the am/pm session. After this time the students will be registered as late. The AM registration opens at 8.30am and closes at 9.00am for all students in all year groups. The PM registration is conducted within tutor time, for students in years 7, 9 & P16 the PM registration opens at 12.10pm and closes at 12.40pm. For students in years 8, 10 & 11 the PM registration opens at 12.40pm and closes at 1.10pm.

If any member of staff experiences problems taking the register using the Bromcom system, they must ensure that a copy is taken manually and returned to the Attendance Officer as soon as possible.

Authorised absence is where the academy has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences will be recorded as unauthorised.

Absence procedures

When a pupil is absent from the academy the following procedures are put into place:

Day	Academy Action if Absence Not Reported
1	Absence without reason, call made by College Student Services Manager.
2	If no response to day 1 call, 2nd day call by College Student Services Manager. If family is supported by internal support teams, they will contact.
3	If no response to day 1 and 2 calls a text is sent from College Student Services Manager. Home visit arranged and a letter is sent warning of FPN for continued unauthorised absence and requesting contact from parents.
4	If no response a meeting with Form Tutor / Pastoral Lead etc is scheduled.
>5	If no response a FPN is issued if student reaches a total of 10 sessions of unauthorised absence.
>10	Further unauthorised absence triggers a referral to outside agencies.

1. First Day response by phone call/text message is made by the Student Services Manager. Absence is then recorded as authorised or unauthorised depending on the reason.
2. If there is no response a message will be left, if possible, by the relevant Student Services Manager or Attendance Officer requesting a reason for the absence. A home visit will be made if there are concerns or if we are unable to make contact with parents/carers over 2/3 days.

Monitoring attendance levels

The Attendance Officer and Student Services Managers will meet regularly to discuss all pupils who have an attendance below 93%. The following procedures are put into place:

1. An automated text message will be sent to parents/carers if their child's attendance slides to below 95%.
2. The relevant Student Services Manager contacts the parent/carer if their child continues to have further periods of unauthorised absence.
3. Further absences will result in a referral to the Trust Attendance Officer.
4. Support and interventions- The academy attendance team will use a range of different supportive strategies and interventions to try and improve student attendance. This can include referrals to the local authority school's family liaison officer, attendance meetings, attendance improvement plans, attendance letters, parental meetings, incentive based initiatives. This list is not exhaustive.
5. Individual action plans will be put in place to support the student as appropriate.

Term time holidays

Holidays during term time are actively discouraged at the academy, but if holidays are taken during this time, **these will not be authorised.**

Incentives and rewards

Pupils who have achieved 100% attendance during the academic year, are rewarded publicly and this achievement celebrated. Pupils are also rewarded with positive points on Bromcom and recognition for excellent attendance is given in achievement assemblies for 100% attendance.

Engaging Parents/Carers

A student's attendance record is printed and formally communicated to parents at the annual parents' evening. Student Services Managers are encouraged to closely monitor the attendance of their students and to contact home if it becomes a concern (below 95%) to ensure there are no underlying issues that are causing the attendance to drop. Intervention strategies should be discussed and carried out at this stage with the aim of increasing the attendance percentage.

Any pupil whose attendance becomes a cause for concern on a long term basis will be contacted by phone to discuss the issue and also invited into the academy for a meeting, possibly with the Principal, if concerns are extreme. Parents who do not send their children to school regularly will be challenged vigorously by the academy and by our Trust Attendance Officer, possibly resulting in court action. Any parent wishing to electively home educate their child is always given the option to put their child back on roll at the academy at any time they wish.

Appendix

Appendix 1: DfE Guidance for parents/carers

DfE Guide: [Working together to improve school attendance](#)

Appendix 2: Attendance codes for schools *(from Appendix 1)*

This is a list of attendance codes that come into effect in the next academic year for all schools:

Code	SIMS Description	DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity. Not to be used for Virtual learning
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
G	Family holiday (not agreed)	Unauthorised absence as pupil on a family holiday, not agreed, or is taking days more than an agreed family holiday
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment

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N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity
Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance	Religious observance
S	Study leave for public examination	Study leave for public examination
T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attend-non-compulsory school age pupil	Not required to attend-non-compulsory school age pupil
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law

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Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

This is a list of codes where a reason will be required with the attendance code:

Code	SIMS Description	DfE Description / Explanation
B	Educated off-site (not Dual-Reg)	Attending any other approved educational facility.
K	Alternative provision provided by the LA	Attending education provision arranged by the local authority
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.

Retired Codes no longer in use after 19th August 2024

Code	SIMS Description	DfE Description / Explanation
H	Family Holiday (agreed)	Authorised absence due to agreed family holiday.
J	Interview	Unable to attend due to exceptional circumstances – not counted in possible attendance
Y	Unable to attend due to an exceptional circumstance	Unable to attend due to exceptional circumstances – not counted in possible attendance

Appendix 3: Key Academy contacts for attendance

Ms Nicola Websdale - Academy Attendance Officer

nicola.websdale@longfield.latrust.org.uk

Mr Luke Anderson - Academy Vice Principal (responsible for attendance)

luke.anderson@longfield.latrust.org.uk

Ms Vikki Goldsworthy - Leigh Academies Trust Attendance Officer

vikki.goldsworthy@longfieldacademy.org

Ms J Hammon - Anderson College's Student Services Manager

anderson-admin@longfield.latrust.org.uk

Mrs D Morgan - Matisse College's Student Services Manager

matisse-admin@longfield.latrust.org.uk

Ms K Willis - Galileo College's Student Services Manager

galileo-admin@longfield.latrust.org.uk

Appendix 4: Links & resources

Note that these external links are not managed by the academy. At the time of publication, these links were working correctly and the content reflected that which was intended for this policy document.

Community issues

- [Longfield and New Barn Parish Council \(for updates on road closures etc\)](#)
- [National Rail - Access train times for Longfield Station](#)
- [School bus timetables](#)
- [Google map of the local area](#)

Penalty notice procedure (DFE guidance)

- [School absences - Kent County Council Penalty notice procedures](#)
- [School absences - Kent County Council How to pay a school penalty notice](#)

Supporting children in education with health needs

- [Kent County Council - supporting children with long term illness](#)
- [Supporting pupils at school with medical needs DFE guidance 2015](#)

Children Missing Education information

- [DFE guidance- Children Missing Education 2024](#)
- [Kent county council- Children Missing Education 2024](#)