

Registration and Absence Procedures

The Skipton Academy



The school's attendance lead is Mark Cook (Principal)

Registration

The Skipton Academy opens the gates at **8.00am** each morning.

The registers are taken at **8.45am** when the school day begins and students will be in their tutor bases ready to start their learning at this time.

The register for the afternoon session will be taken at 1.15pm, the beginning of period 4.

Getting to school at the right time

Punctual arrival at school is expected. Students who arrive late, without a valid reason, will be assigned a lunchtime detention for the same day. A food order will be taken (sandwich, drink, fruit) and this will be delivered to the detention location. Students will leave the detention room at 1.05pm. Lessons restart at 1.15pm.

Frequent lateness:

- is disruptive to learning, both for the child concerned and the class
- is disruptive to the efficient day to day running of the school
- will result in concerns around unauthorised absence and may provide grounds for the issue of a Penalty Notice or ultimately to prosecution

5 minutes late every day	3 days lost
15 minutes late every day	10 days lost
30 minutes late every day	19 days lost

Absence procedures

The student's parent/carer must notify the school of the reason for the absence on the first day of an unexpected absence by **8:30am** or as soon as practically possible by calling the school office (01756 792965 option 1) or by emailing attendance@skipton.mlt.co.uk

Where a student is absent, and their parent has not contacted the school by the close of the morning register to report the absence, attendance staff will contact the parent by telephone or text as soon as is practicable on the first day of absence. If the primary parent/carer cannot be contacted, school will try all emergency contacts listed for the child. There may be a further communication from the student's tutor to offer support with attendance. A home visit may take place from our Outreach officer.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If the school has been unable to make contact or a student does not attend school for a number of days, it is the school's duty to find out why. A home visit may be conducted to ensure that the student is safe. If we have not been able to establish contact at this point, a Police Welfare Check may be requested.

Illness

We will mark absence due to illness as authorised. Whilst we will not ask for medical evidence unnecessarily, the school may ask the student's parent/carer to provide evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Poor attendance

Student attendance is routinely shared with the Department for Education (DfE). In the case of Persistent Absence (below 90%), arrangements will be made for parents to speak to one of the attendance team. School will inform the LA of the details of students who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a student's attendance drops below 90 percent, parents will be informed that a period of monitoring attendance will take place. Should attendance fail to improve a formal procedure may be followed which could involve an attendance panel meeting and penalty notices being issued.

Leave of absence (including holidays) during term time.

Term time absence will not be authorised unless there are exceptional circumstances. All absences will be reported to the LA and penalty notices may be issued.

Penalty Notices

Under the national rules set by the government (Working Together to Improve Attendance, 2024), all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for unauthorised school absences which meet the government-defined criteria will be £160, reducing to £80 if paid within 21 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent, per child will be capped to two fines within any three-year period. Once this limit has been reached, other action such as prosecution will be considered.

If you are prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Fines can be issued when:

- a child records 10 or more sessions (5 days) of absence within a 10-week period.
- a parent takes a child out of school during term time (for holidays for example) without agreeing the leave with the school
- a child is delayed returning from a period of leave and this hasn't been agreed with the school
- a child arrives at school after the registers have closed (U code) more than 10 times
- a child is excluded from school but is seen in a public place during the first five days of that exclusion.

Our school is committed to working with families to support student's excellent school attendance. Please contact The Skipton Academy if you need support with attendance.

If a student goes missing within the school day

Students will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a student going missing whilst at school:

- The member of staff who has noticed the absent student will inform a member of SLT immediately
- The pastoral staff will also be informed as they will act as a point of contact for receiving information regarding the search
- The on-call member of staff will conduct a thorough search of the school premises
- If the student has not been found after 10 minutes then the parents of the student will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the student, and the emergency contacts list has been exhausted, the police may be contacted.
- If the absent student has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the student has been located, members of staff will care for and talk to the student to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the student has been located
- Parents should inform the school if they have located their child