

GLC ATTENDANCE POLICY

September 2025 - August 2026

This Policy was ratified by the Board of Directors on :	Autumn 2025
This Policy will be reviewed by the GLC Board on :	Autumn 2026

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

GLC Attendance Policy 2025-26

Why is regular attendance important?

Regular attendance is an important part of giving children the best possible start in life. The aim should be to attend the academy 100% of the time. Children and young people who miss sessions at their academy frequently can fall behind with their work and do less well in exams and find it difficult to form relationships with their peers. Good attendance also shows potential employers that a young person is reliable.

In addition to the benefits of regular attendance upon attainment, the impact upon the longer-term benefits for children and young people means they can make a positive contribution within the community and have economic well-being.

Academies are the place where children learn, where they make friends, find things they are passionate about and talented at. A place that is safe, with adults around them who care about their lives, and that provides routine, structure, and discipline.

We know that irregular attendance can lead to children and young people experiencing poor emotional health and well-being. Children and young people who miss education on a regular basis can become socially isolated, lack confidence and have low self-esteem, feeling like they do not fit in with their peers, leading to loneliness and isolation.

These are not the life outcomes and experiences we want for our children and young people at the GLC.

Education is not purely about academic success and attainment, it is about learning about the world, relationships, ourselves and trying new things, making new friends, and finding our place in the world. To miss education is to miss the many experiences that shape the choices we make, the opportunities we have, and the quality of life we lead.

Aims

The core aims of this policy are:

- To establish a consistent approach to attendance and punctuality across the Trust;
- To secure good levels of attendance and punctuality across the Trust by creating an ethos where these are valued by everyone;
- To ensure no identified group are disadvantaged by poor attendance or punctuality;
- To establish clear systems at all levels for monitoring & maintaining good attendance and punctuality;
- Where attendance is not yet good, to improve overall attendance & reduce unauthorised absence;
- To raise awareness with parents, carers & pupils about the importance of regular attendance and punctuality at each stage of their child's education.

Working together to improve attendance is the focus for the trust as we know that successfully treating the root causes of absence and removing barriers to attendance at home or at academy requires academies and local partners to work collaboratively with, not against, families. This means that all partners should work together to do the following:

Expect — Aspire to high standards of attendance from all pupils and parents and build a culture where all can and want to be in their academy and ready to learn by prioritising attendance improvement across the academy.

Monitor — Rigorously use attendance data to identify patterns of poor attendance [at the individual and cohort levels] as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and Understand — When a pattern is spotted, encourage pupils and parents to listen to understand barriers to attendance and agree on how all partners can work together to resolve them.

Facilitate Support — Remove barriers in academies and help pupils and parents to access the support they need to overcome the barriers outside of the academy. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise Support — Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is in place to enable families to respond. Depending on the circumstances, this may include formalising support through a parenting contract/CAF.

Enforce — Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

This strategy is intended to ensure the delivery of a greater consistency of support for families across the trust and focus better, more targeted multi-agency support on pupils who need it most.

Legal Framework

All academies have a legal and moral responsibility to promote good attendance and to take appropriate measures where necessary to ensure that all pupils attend regularly & punctually.

The Education Act 1996 states that parents have a legal responsibility to ensure that their child[ren] of compulsory academy age receive full-time education suitable to their age, ability and aptitude by regular attendance. A child is of compulsory academy age at the beginning of the term following their 5th birthday. Where necessary legal enforcement is used to secure a pupil's regular education.

Under the Education Regulations 2006 all academies must ensure that an attendance register that records which pupils are present at the start of both the morning & afternoon sessions is completed. These registers also record whether any absence is authorised or unauthorised.

Authorised Absence

An absence is classified as authorised when a child has been away from their academy for what is deemed to be a legitimate reason and the academy has received due notification from the parent/carer. Only the academy can authorise absences. Consequently, absences need to be supported with evidence.

Absences will usually be authorised for:

- Illness [with medical evidence];
- Medical/dental appointments with medical evidence [whenever possible please make these outside academy hours];
- Days of religious observance;
- Exceptional Circumstances.

At The Gateway Learning Community 'exceptional circumstances' will be interpreted as: ... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time [as determined by the Head of Academy]. The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

Unauthorised Absence

Any absence for reasons other than those defined above is unauthorised.

For example, absences will not be authorised for:

- Any kind of shopping;
- Minding the house or pets;
- Birthdays or similar events;
- Family holidays during term time;
- Looking after family members [except in exceptional circumstances].

Requests for absence during term time

- The Academies require all parents to complete an “Exceptional Leave” request form and if necessary attach additional information outlining their circumstances for which they are applying for. The academy will then advise the parent in a letter whether the leave will be authorised or not.
- The amended Education Regulations 2013 for England, with regard to pupil registration, no longer permit academies to authorise any absence in relation to holidays. The amendments state that academies may not grant any leave of absence during term time unless there are exceptional circumstances.
- Accessing cheaper family holiday deals and family weddings are not deemed as exceptional circumstances. If parents remove pupils from the academies for this reason, then the absence will be recorded as unauthorised and they will be issued with a Penalty Notice [currently £60 per parent per child].
- If leave of absence is agreed for a specific period, then any excess leave will be treated as unauthorised. This will also apply when parents/carers fail to gain permission in advance. ***It must be made clear that where holidays exceed one month, consideration will be given to removing the pupil from the academy's roll.***

When considering individual requests for absence, we consider:

- The nature of the event;
- Frequency of absence [current attendance level];
- Whether advance notification is given;
- Any persistent absenteeism or historic patterns of absence;
- The academic attainment and progress of the pupil over time.

Attendance targets, absence monitoring, persistent absence and severely absent

	Attendance %	Persistent Absence %
Gateway Academy	At or above National Average	At or below National Average
Herringham Primary Academy		
Lansdowne Primary Academy		
Gateway Primary Free School		
Tilbury Pioneer Academy		

During the year the academies reward pupils with certificates, small prizes and operate class competitions for attendance, such as:

All

- 100% attendance for more than 3 years trophy at GLC pupil awards.

Primary [A range of strategies that may include]

- Golden Ticket – The class with the highest weekly attendance at primary wins a Golden Ticket. The classes with the highest number at the end of half term have a special lunch with the attendance lead/ GLC attendance lead.
- Attendance Teddy – children with 100% attendance for the week are put in a draw on a Friday and one child from each nursery and reception class will take the bear home with a journal for the weekend.
- Reward charts - targeted children for attendance/punctuality receive a daily sticker and then if they complete the whole week receive a prize from the box.
- Children who have been working with an adult [attendance lead, attendance ambassador, EWO, SLT member] will have their achievement and improved attainment recognised with a core values postcard home.
- 100% club – Various
- Tannoy messages – Daily [pre record] Weekly [highest/lowest year groups]
- Passports- pupils identified as needing improve attendance will be allocated a key member of staff to check in on their attendance weekly and celebrating success

Secondary

- Gold, Silver & Bronze badges for 100% attendance awarded each term.
- Tutor Group “Pizza Party” for highest attendance in the academy each term.
- Additional achievement points allocated go towards Academy Trips.
- Positive text messages to parents to acknowledge attendance.
- “Queue Jump” vouchers allocated for outstanding attendance.

In addition, the trust also has GLC Attendance Competitions to reward whole classes for the highest attendance across the trust. All academies recognise improvement with attendance and punctuality, and celebrate in assemblies.

Persistence absence:

Ongoing unexplained absences are addressed by each academy on a daily basis. Historic unexplained absence is reviewed by the Group EWO working in partnership with the key staff members at the academy.

Pupils are classed as Persistently Absent when their attendance falls below 90%, and then as Severely Absent once below 50% during the academic year. Each academy has attendance trackers to closely monitor pupils/students whose attendance becomes a concern, and then support/intervention is put into place to stem the absence.

- Parents will be notified of the concerns by telephone/letter/school communication apps/email and the academy will seek to work with them to resolve any issues [Stage One];
- Pupils will be supported as appropriate and in line with other trust policies, along with any required referrals;
- Where absence continues, the academy will invite the parent/carer to discuss the matter with the Attendance Lead or other staff member as appropriate [Stage Two];
- If the issue continues to be unresolved, the academy will then discuss the situation with the Group EWO who will take appropriate action [Stage Three]:
Issuing a Penalty Notice Warning Letter;
Referral to Thurrock Council for a Penalty Notice to be issued;
Referral to Thurrock Council for a Court Prosecution to be taken.

Disadvantaged Pupils

The priority of bridging the gap between the disadvantaged and their peers remains. Ofsted and the DfE are focused on removing the differences in attainment/attendance and seeing that all children have the same chances of success. Pupils are seen as individuals and have bespoke improvement plans which

recognise that they each have their own set of challenges, talents and interests. We will aim for the overall attendance of disadvantaged pupils to be at least to that of ‘non-disadvantaged’ pupils.

The academies are committed to diminishing potential barriers that may prevent pupils from attending their setting. Each academy is equipped with resources that families can access should the need become apparent such as: bedding; uniform including shoes & PE kit; time-limited transport assistance and referrals to external agencies; Food Bank grab boxes/ issuing vouchers. We acknowledge that this is best facilitated through strong partnerships with pupils and parents and each academy works closely with families to identify those who may be in need and to clearly signpost these facilities so that all parents are aware of the offer.

SEND Pupils:

The academy will ensure that all pupils with SEND are supported appropriately through reasonable adaptation to access the quality first teaching available in each academy. If any barriers to attendance arise, that the academy attendance lead and SENDCo will liaise with parents to prevent repeated, or long term absence. The academy will guide parents to the external agencies who can also offer support. Any parent who is concerned about their child having any SEND is encouraged to speak to the academy for the relevant staff to arrange a meeting. Parents are expected to fully engage with meetings regarding their child’s SEND need and progress. If a pupil’s SEND needs are directly impacting their attendance, academies will seek additional support and guidance from other agencies.

Flexi-schooling

This must not be confused with Elective Home Education [EHE]. Parents and carers have a legal right to choose to home-educate their child, but they do not have a legal right to insist on a flexi-schooling arrangement with a school. The discretion to allow flexi-schooling rests with the Head of School.

The GLC Trust considers that a school is best placed to deliver the complex demands of the National Curriculum. Therefore, Headteachers within our Trust will not support requests for flexi-schooling arrangements.

Responsibilities

Parents are expected to:	We will:	Directors and governing bodies will:	Thurrock Council are expected to:
<p>Ensure their child attends every day the academy is open except when a salutatory reason applies.</p> <p>Notify the academy as soon as possible when their child has to be unexpectedly absent (e.g. sickness)</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p>	<p>Have a clear academy attendance policy on the academy website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole academy culture that promotes the benefits of good attendance</p> <p>Accurately complete admission and attendance registers.</p>	<p>Take an active role in attendance improvement, support their academy(s) to prioritise attendance, and work together with leaders to set the whole academy culture.</p> <p>Ensure academy leaders fulfil expectations and statutory duties.</p> <p>Ensure academy staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have an academy attendance support team that works with all academies in their area to remove area-wide barriers to attendance.</p> <p>Provide each academy with a name point of contact in the academy</p>

Book any medical appointments around the academy day where possible.	<p>Have a robust daily process to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>		<p>attendance support team who can support with queries and advice.</p> <p>Offer opportunities for all academies in the area to share effective practice.</p>
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Pupils at risk of becoming persistently absent [below target but above 90%]

Parents are expected to:	We will:	Directors and governing bodies will:	Thurrock Council are expected to:
<p>Work with the academy and local authority to help them understand their child's barriers to attendance.</p> <p>Pro-actively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence.</p> <p>Including any in-academy barriers to attendance.</p> <p>Where out of academy barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner is outside of the academy, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help academy leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every academy to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of academy barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the academy and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead.</p> <p>Where the lead practitioner is outside of the local authority, continue to work with the academy and partners.</p>

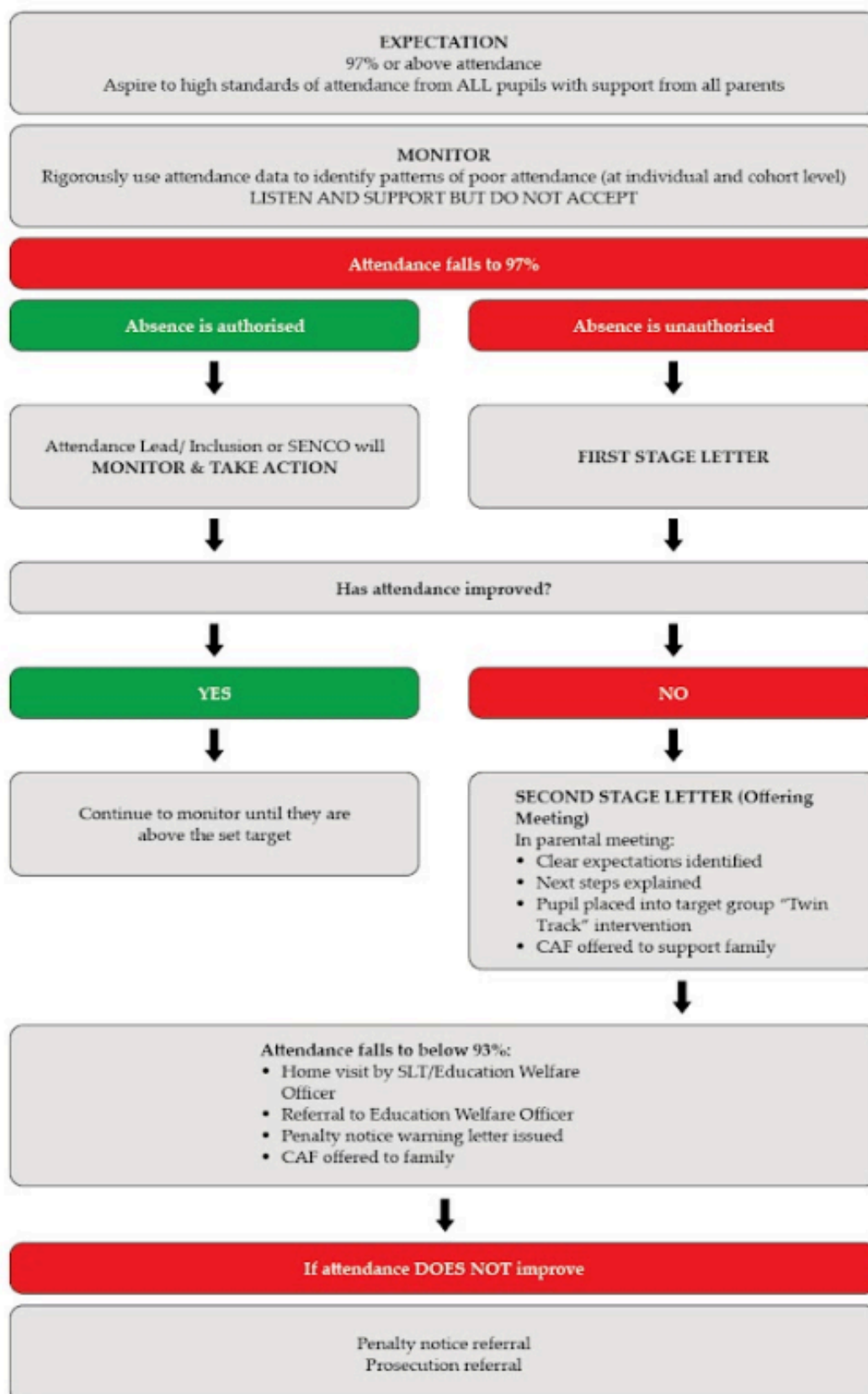
Persistently absent pupils [between 51 to 89%]

Parents are expected to:	We will:	Directors and governing bodies will:	Thurrock Council are expected to:
<p>Work with the academy and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered - including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support including bi-weekly tracking in place to remove any barriers. e.g. 1:1 interventions</p> <p>Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future, or be invited to the GLC Attendance Panel. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p>	<p>Regularly review attendance data and help academy leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and: Work jointly with the academy to provide formal support options including parenting contacts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the academy, children's social care services and other statutory safeguarding partners.</p> <p>Where the support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort)</p>

Severely absent pupils [below 50%]

Parents are expected to:	We will:	Directors and governing bodies will:	Thurrock Council are expected to:
<p>Work with the academy and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to track pupils attendance on a weekly basis.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-academy barriers to attendance.</p> <p>Where out of academy barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner is outside of the academy, continue to work with the local authority and partners.</p>	<p>Review attendance data ½ termly and help academy leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every academy to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of academy barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the academy and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead.</p> <p>Where the lead practitioner is outside of the local authority, continue to work with the academy and partners.</p>

GLC Attendance Intervention Flow Chart



Safeguarding

The academies reserve the right to invite parents into the academy to discuss any attendance issues that raise potential safeguarding concerns, e.g. – female genital mutilation, sexual exploitation, domestic violence, forced marriage, radicalisation. In addition, if the academy suspects that a pupil may be at potential risk as a result of their absence from the academy, the safeguarding team reserves the right to refer these concerns to the appropriate external agencies, i.e. – social care, police. The academy will inform parents/carers if a referral is to be made. However, this may not be appropriate in every circumstance, depending on the nature of the safeguarding concern, and a referral may be made without informing the parent/carer.

Children Missing from Education

When a child fails to attend their education provision the following procedures are put into place:

- Contact parents, carers, relatives or neighbours;
- Conduct a home visit and make enquiries with neighbours or relatives;
- Contact the local authority where the child lives/believed to have moved to;
- Check with other agencies involved with the child or family;
- Referral to relevant local authority to obtain a new academy place.

Lateness & Punctuality

Lateness after registration or when lessons are in progress can be disruptive for the whole class. Pupils who arrive after the registers are closed **will be marked as late or unauthorised at the heads discretion. Discretion will be based on patterns of absence/ lates and the reason provided by parents.** Each of the academies monitors lateness and interventions and sanctions are implemented as necessary.

Pupils, particularly at the primary academies, need to be collected promptly at the end of the day as teachers need to carry on with marking and preparation for the next day's lessons. Any pupil repeatedly left at academy after the academy premises have been closed to pupils will be taken to a 'Place of Safety' for collection by parents.

Pupils leaving the site during the academy day

During academy hours the staff at each academy are in loco parentis and have a legal responsibility to know where the pupils are and act accordingly to secure their safety and well-being at all times. To this end:

- Pupils are not allowed to leave the premises without prior permission from the academy;
- Parents are kindly requested to arrange medical and other appointments outside of academy time;
- Where it is necessary for a pupil to leave the site during the academy day, parents are requested to confirm in writing, by letter or email to the relevant academy, the reason for any planned absence, the time of leaving and the expected return time;
- Any pupil leaving the site must be signed out on leaving the academy and be signed back in on their return. A note is made on the academy's system accordingly to record the reason;
- Where a pupil is being collected from the academy prior to the end of the academy day, parents must report to the academy office before the pupil is allowed to leave the site. Pupils will only be released to named contacts;
- If a pupil leaves the academy site without permission, the academy will contact all named contacts and if necessary the police, in an effort to secure their safe return.

Absence during local or national enforced closure

During any period of local or national enforced academy closure, we will seek and follow guidance from the Department for Education regarding any specific requirements in terms of maintaining attendance records and absence reporting.

Statutory Action

The use of any statutory action is only ever taken as a last resort to secure the regular attendance of a pupil/student, once all other options have been unsuccessful. The trust wants to work together with parents to make improvements via support rather than impose financial penalties. However, it must be clear that these options will be used when deemed appropriate.

Penalty Notices

All schools are required to consider a fine when a child has had unauthorised absence for 10 or more morning or afternoon sessions - the equivalent of five days - in a 10-week period. These sessions can be consecutive or not. Schools are required to take a range of interventions to improve attendance before resorting to fines, unless such interventions are inappropriate, such as in the case of a term-time holiday.

These may include meetings with parents or carers to discuss the importance of attendance, support to help them improve, the use of incentives to encourage good attendance and sanctions such as detention to discourage poor attendance and persistent lateness.

From the start of the academic year 2024/25 there have been some significant changes to these charges in terms of the amount of Penalty to be paid and the maximum number of times a Penalty Notice can be issued before the matter has to be referred directly to the Magistrates Court.

The first time you are issued a Penalty Notice **within a rolling 3-year period**, you must pay:

- **£80** if you pay within 21 days of the date of issue;
- **£160** if you pay after 21 days but within 28 days of the date of issue.

The second time you are issued a Penalty Notice within a rolling 3-year period, there is no opportunity to pay a reduced amount. You must pay **£160** within 28 days of the date of issue.

If your child incurs a third period of unauthorised absence within the 3-year period, there will be no opportunity to discharge your responsibility for the offence by way of paying a penalty. Instead, the local authority will begin legal proceedings against you, under Section 444 of the Education Act 1996. If found guilty, this offence carries a possible fine of up to £2,500 and/or 3 months in custody and will result in a criminal record. This reflects the seriousness of a child's unauthorised absence from school.

For further information, please use the hyperlink below:

<https://www.thurrock.gov.uk/academy-attendance-and-absence/penalty-notices>

Court Prosecution Referral

A referral can be completed to Thurrock Council for poor attendance over a fixed period of time which must include all evidence of work attempted by the academy to resolve any barriers known.

Thurrock Council will then make the decision as to if this will be under either:

Sct 444 (1) Education Act 1996 which carries a maximum sentence of £1,000 fine per parent per child

Or

Sct 444 (1A) Education Act 1996 which carries a maximum sentence of £2,500 fine & or 3 months imprisonment per parent per child

Review

This policy will be reviewed annually.

Appendices

- [Appendix 1:](#) Registration codes
- [Appendix 2:](#) Herringham Primary Academy information and procedures
- [Appendix 3:](#) Lansdowne Primary Academy information and procedures
- [Appendix 4:](#) The Gateway Primary Free School information and procedures
- [Appendix 5:](#) Tilbury Pioneer Academy information and procedures
- [Appendix 6:](#) The Gateway Academy information and procedures
- [Appendix 7:](#) Nursery Expectations & Parent Contract

Appendix 1 - Registration Codes

Registers must be taken in accordance with the individual Academy's practice but at least at the start of the day and the afternoon session. Teachers or designated staff should input one of the following codes into the MIS system for each pupil. Advice should be sought from the attendance staff if clarification regarding a particular pupil is required.

Present

/ Present (AM)

\ Present (PM)

L Late (before registers closed)

Authorised Absence

C Other Authorised Circumstances (not covered by another appropriate code/description)

C1 Performance or regulated employment abroad

C2 Compulsory school age pupil subject to part time timetable

E Excluded (no alternative provision made)

I Illness (NOT medical or dental etc. appointments)

J1 Interview

M Medical/Dental appointments

Q Lack of access arrangements

R Religious observance

S Study leave

T Traveller absence

Unauthorised Absence

G Family holiday (NOT agreed or days in excess of agreement)

N No reason yet provided for absence

O Unauthorised absence (not covered by any other code/description)

U Late (after registers closed)

Approved Education Activity (Present)

B Educated off site (NOT Dual registration)

K Alternative provision provided by Local Authority

P Approved sporting activity

V Educational visit or trip

W Work experience

Not counted in possible attendances

D Dual registration (i.e. pupil attending other establishment)

X Non-compulsory academy age absence

Y1 Unable to attend due to transport normally provided not been available

Y2 Unable to attend due to widespread travel disruption

Y3 Unable to attend due to part of the school premises being closed

Y4 Unable to attend due to the whole school site being unexpectedly closed

Y5 Unable to attend as pupil is in criminal justice detention

Y6 Unable to attend in accordance with public health guidance or law

Y7 Unable to attend because of any other unavoidable cause

Z Pupil not yet on roll

Academy closed to pupils

Appendix 2: Absence procedures for Herringham Primary Academy

Timings of the day:

Gates open: 8.25am

Morning session begins: 8.30am

Registers taken: 8.30am

Registers close: 9.00am

Afternoon session begins: 12.50pm

Register taken: Within 10 minutes following lunch break

Academy day ends: 3.00pm

Nursery is currently 8.30am to 11.30am

The children go to their classrooms where adults will supervise them. Children are officially late when they arrive after 8.40am, and will be marked on the register with a L code. Registers close at 9am and any child arriving after will be marked as absent for the morning/afternoon session (unless there is a valid reason).

Procedures for notifying absence

Parents/carers should contact the academy before 9am if their child is going to be absent. The academy has an out of hours answer phone system to support parents in this respect. Parents should then call in on each subsequent day of absence.

Registration and absence monitoring procedures

The academy operates SIMS registration system. Class registers are checked every morning, and parents who have not contacted the academy are contacted to ascertain the reason for absence. This may also include messages via Dojo.

Where no response is received, the academy will request a home visit to be completed by the GLC Attendance Ambassador Team that same day, and each subsequent day, until contact is made with the parent.

Key academy staff and contact details

Telephone/out of hours contact: 01375-489860 Email: admin.herringham@theglc.org.uk

Responsibility for attendance: Miss Joanne Clarke (Education Welfare Assistant)

Strategic Lead responsible for attendance:

Mr Dominic Davison (Group Education Welfare Officer)

Email: dominic.davison@theglc.org.uk

Mobile contact number: 07506-691942

Appendix 3: Absence procedures for Lansdowne Primary Academy

Timings of the day:

Gates open: 8.20am

Morning session begins: 8.30am

Registers taken: 8.30am

Registers close: 9.00am

Afternoon session begins: Reception: 12.30pm
Years 1 & 2: 12.35pm
Years 3 to 4: 1.00pm
Years 5 & 6: 1.15pm

Register taken: Within 10 minutes following lunch break

Academy day ends: Reception to Year 4 is 3pm
Years 5 & 6 is 3.15pm

Nursery gates open at 8.25am and sessions start immediately. Session ends at 11.25am – (Am nursery)

Nursery gates open at 12.15 and sessions start immediately. Session ends at 3.15pm (PM nursery)

All day nursery 8.25- 3.15

The children go to their classrooms where adults will supervise them. Children are officially late when they arrive after 8.40am, and will be marked on the register with a L code. Registers close at 9am and any child arriving after will be marked as absent for the morning/afternoon session (unless there is a valid reason).

Procedures for notifying absence

Parents/carers should contact the academy before 9am if their child is going to be absent. The academy has an out of hours answer phone system to support parents in this respect. Parents should then call in on each subsequent day of absence.

Registration and absence monitoring procedures

The academy operates SIMS registration system. Class registers are checked every morning, and parents who have not contacted the academy are contacted to ascertain the reason for absence. This may also include messages via Dojo.

Where no response is received, the academy will request a home visit to be completed by the GLC Attendance Ambassador Team that same day, and each subsequent day, until contact is made with the parent.

Key academy staff and contact details

Telephone/out of hours contact: 01375-487200 Email: admin.lansdowne@theglc.org.uk

Responsibility for attendance: Mrs Lisa Davey (Senior Education Welfare Assistant)

Strategic Lead responsible for attendance:

Mr Dominic Davison (Group Education Welfare Officer)

Email: dominic.davison@theglc.org.uk Mobile contact number: 07506-691942

Appendix 4: Absence procedures for The Gateway Primary Free School

Timings of the day:

Gates open: 8.30am

Morning session begins: 8.30am

Registers taken: 8.30am

Registers close: 9.00am

Afternoon session begins: 1.00pm

Register taken: Within 10 minutes following lunch break

Academy day ends: 3.10pm

*AM Nursery 8.40am to 11.40am, PM Nursery 12.40pm to 3.20pm, All day nursery 8.40am to 3.20pm
All Nursery children – Drop off & collection via the main reception*

In the mornings:	Reception, Year 2 & 3 pupils – Enter via main reception door Year 1, 4, 5 & 6 pupils – Enter via Mosaic end door
At end of day:	Reception & Nursery – From their class doors Year 1 to 6 – Parents can enter either via Mosaic end door or via main reception to collect children from their classroom.

The children go to their classrooms where adults will supervise them. Children are officially late when they arrive after 8.40am, and will be marked on the register with a L code. Registers close at 9am and any child arriving after will be marked as absent for the morning/afternoon session (unless there is a valid reason).

Procedures for notifying absence

Parents/carers should contact the academy before 9am if their child is going to be absent. The academy has an out of hours answer phone system to support parents in this respect. Parents should then call in on each subsequent day of absence.

Registration and absence monitoring procedures

The academy operates SIMS registration system. Class registers are checked every morning, and parents who have not contacted the academy are contacted to ascertain the reason for absence. This may also include messages via Dojo.

Where no response is received, the academy will request a home visit to be completed by the GLC Attendance Ambassador Team that same day, and each subsequent day, until contact is made with the parent.

Key academy staff and contact details

Telephone/out of hours contact: 01375-489094 Email: admin.gatewayprimary@theglc.org.uk

Responsibility for attendance: Miss Elisha Ryan (Data & Attendance Officer)

Strategic Lead responsible for attendance: Mr Dominic Davison (Group Education Welfare Officer)

Email: dominic.davison@theglc.org.uk Mobile contact number: 07506-691942

Appendix 5: Absence procedures for Tilbury Pioneer Academy

Timings of the day:

Gates open: 8.20am

Morning session begins: 8.30am

Registers taken: 8.30am

Registers close: 9.00am

Afternoon session begins: 12.50pm

Register taken: Within 10 minutes following lunch break

Academy day ends: 3.00pm

AM Nursery 8.25am to 11.25am

PM Nursery 12.15pm to 3.15pm

The children go to their classrooms where adults will supervise them. Children are officially late when they arrive after 8.40am, and will be marked on the register with a L code. Registers close at 9am and any child arriving after will be marked as absent for the morning/afternoon session (unless there is a valid reason).

Procedures for notifying absence

Parents/carers should contact the academy before 9am if their child is going to be absent. The academy has an out of hours answer phone system to support parents in this respect. Parents should then call in on each subsequent day of absence.

Registration and absence monitoring procedures

The academy operates SIMS registration system. Class registers are checked every morning, and parents who have not contacted the academy are contacted to ascertain the reason for absence. This may also include messages via Dojo.

Where no response is received, the academy will request a home visit to be completed by the GLC Attendance Ambassador Team that same day, and each subsequent day, until contact is made with the parent.

Key academy staff and contact details

Telephone/out of hours contact: 01375-488420 Email: admin.pioneer@theglc.org.uk

Responsibility for attendance: Miss Nyree Pearce (Data & Attendance Officer)

Strategic Lead responsible for attendance:

Mr Dominic Davison (Group Education Welfare Officer)

Email: dominic.davison@theglc.org.uk Mobile contact number: 07506-691942

Appendix 6: Absence procedures for The Gateway Academy

Timings of the day:

Gates open: 7.45 morning session begins: 8.15am

Registers taken: 8.15am

Registers close: 9.00am

Afternoon session begins: 1.45pm

Register taken: Within 10 minutes following lunch break

Academy day ends: Year 7 & 8 – 2.45pm
 Year 9, 10 & 11 – 2.50pm

The children go to their classrooms where adults will supervise them. Children are officially late when they arrive after the pupil gate has closed, and will be marked on the register with a L code. Registers close at 9am and any child arriving after will be marked as absent for the morning/afternoon session (unless there is a valid reason).

Procedures for notifying absence

Parents/carers should contact the academy before 9am if their child is going to be absent. The academy has an out of hours answer phone system to support parents in this respect. Parents should then call in on each subsequent day of absence.

Registration and absence monitoring procedures

The academy operates SIMS registration system. Class registers are checked every morning, and parents who have not contacted the academy are contacted to ascertain the reason for absence. This may also include messages via Dojo.

Where no response is received, the academy will request a home visit to be completed by the GLC Attendance Ambassador Team that same day, and each subsequent day, until contact is made with the parent.

Key academy staff and contact details

Telephone/out of hours contact: 01375-489000

Email: gateway-attendance@theglc.org.uk

Responsibility for attendance: Miss Kerry Newton (Attendance Manager)
 Mrs Jemma Cook (Attendance Officer)

Strategic Lead responsible for attendance:

Mr Dominic Davison (Group Education Welfare Officer)

Email: dominic.davison@theglc.org.uk Mobile contact number: 07506-691942

Appendix 7 – Nursery expectations & parent contract

The Gateway Learning Community are united in their belief that regular attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Although we recognise that attending nursery is not statutory, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child's well-being and progress. We also believe that a good attendance routine at nursery sets the pattern for when they move into Foundation stage and their school journey begins.

To support good attendance and Safeguarding we will:

- Ensure the nursery is welcoming and every child feels a sense of belonging;
- Ensure the school site is open at the stated times;
- Ensure the regular and accurate recording of attendance;
- Ensure all school holiday dates are clearly displayed on our websites;
- Contact you if you have not informed the school of your child's absence.

We recognise that poor attendance is often an indication of difficulties which can relate to potential problems at home or in nursery. Parents/carers should inform the nursery of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour. This will help the nursery to identify and additional early help that may be required.

The attendance of the children is monitored, and the reasons that are given.

It is the responsibility of the parent/carer to notify the school if their child will be absent for any reason by 9am on that day. If there is no contact from the parent/carer over three consecutive days a home visit may be completed by the Attendance Ambassador Team.

[Copy of Nursery parent contract](#)

Nursery parent contract

This contract will outline the obligations and commitments of the parent/ carer and the nursery to secure attendance.

Attendance:

Although the academies note that attending nursery is not statutory, we believe good attendance is essential. By choosing this school setting, there is a clear emphasis on securing the best possible outcomes for your child both academically and socially which is only obtainable with secure attendance of **96% or above.**

To secure good attendance, the academy/ nursery will:

- Ensure the nursery is welcoming and every child feels a sense of belonging
- A consistent daily routine where pupils know what is expected of them and are familiar with the adults and their peers
- Supporting children with transitioning to school and adapting to meet individual need where appropriate
- Inform parents of their child's attendance half-termly [in addition to the usual reporting on their child's progress]
- Ensuring school and nursery holiday dates are available on the school website
- In the rare cases a parent has not called to report a child's absence, we will contact you [call, message or home visit]

If a child's attendance becomes a concern:

The academy notes this can be an indication of difficulties in a child's life and their lived-experiences. This may be related to problems at home or in nursery. The academy will:

- Facilitate a meeting for parents/ carers to discuss any barriers to securing good attendance and create a joint plan to secure the attendance moving forward
- Identify any early help that may be required to support the family

Staff signature:

Date:

To secure good attendance, the parents will:

- Contact the nursery on every day of absence before 8.30am via Class Dojo, by telephone or by informing the office in person
- Ensure that your child returns to the nursery as soon as possible
- Proactively engage with the academy and the support plans put in place to secure your child's attendance should it become a concern
- Engage with external agencies for example medical care, social emotional support, family support agencies where signposted via the academy

Please note: 'Free childcare' actually costs the government £53 per day for your child to attend nursery. Please consider this when keeping your child off school.

Pupils who attend our nursery achieve significantly higher in reception than their peers.

Parent signature:

Date:

Office use only- to be scanned and added to pupil file