

POLICY DOCUMENT

POLICY TITLE	Attendance Policy and Procedure
RESPONSIBLE COMMITTEE	Federated EAB
RATIONALE	<ul style="list-style-type: none"> To ensure children receive their right to an education through regular attendance at the academy
PURPOSES	<ul style="list-style-type: none"> To achieve 97% or greater attendance on a termly basis To enable children to maximise their access to the broad and balanced curriculum To ensure equality of opportunity, as attendance is a significant factor To support the development of positive attitudes towards and within the academy To foster an understanding of the importance of reliability and punctuality in everyday life to help prepare children for life in modern Britain To promote peer acceptance
GUIDELINES	<p><u>THE IMPORTANCE OF REGULAR ATTENDANCE IS RAISED AS A WHOLE ACADEMY ISSUE THROUGH:</u></p> <ul style="list-style-type: none"> academy newsletters the Head of Academy report to the Education Advisory Board the academy prospectus weekly assemblies end of term celebration assemblies whole academy displays social media (Twitter) Leading Learners (children with over 97% attendance as well as homework returns and green behaviour) <p><u>ATTENDANCE IS RAISED AS AN ISSUE TO CLASSES AND INDIVIDUALS:</u></p> <ul style="list-style-type: none"> at daily registration by class teachers class displays updated weekly Leading Learners badges by the attendance administrator through telephone phone calls, letters home and text messaging daily home visits by the EWB team, Attendance Officer or Head of Academy by the Educational Welfare Service through formal warning notices <p><u>PROCEDURES IN PLACE TO MONITOR/ADDRESS ATTENDANCE ISSUES:</u></p> <ul style="list-style-type: none"> registers monitored daily each morning unauthorised absentees contacted by phone/text within the first hour email from Attendance Officer to EWB team, Head of Academy and Assistant Principal to notify of any absentees 50% of absentees both authorised and unauthorised to be visited daily trends in absence monitored weekly monitoring of all pupils attendance termly letters to parents of children with below 95% (appendix 1) termly print outs of attendance issued for every family parents contacted by class teacher/head of academy /EWB team as appropriate - offer advice/support to parents having difficulty getting children to the academy/ensure understanding of importance of regular attendance (appendix 2 – invite to action plan meeting, appendix 3 – action plan meeting record, appendix 4 – follow up letter to action plan; appendix 3b – action plan meeting record 2) formal letter outlining consequences of continued persistent absence (appendix 5 – letter for unattended action plan meeting)

- EWO implements formal procedures - this may include fines for parents whose child/ren has more than 21 unauthorised absences within a term.

MEDICAL APPOINTMENTS

- families are encouraged to make appointments out of school hours
- medical appointment cards must be seen by the school office for authorised permission to be given (appendix 6 – letter to request medical documentation)

HOLIDAYS IN TERM TIME

- Head teachers and Education Advisory Boards may not grant any leave of absence/holiday during term time. Only in exceptional circumstances will leave of absence be granted. Examples of exceptional circumstances:
 - A member of the service personnel who is prevented from taking holidays outside term time.
 - Acute family crisis
 - Court Order/Formal Agreement
- If an application for leave of absence/holiday is made to the school, the school will respond within 5 working days. The response will inform the applicant if the leave of absence is authorised or unauthorised (appendix 7 –HCC letter unable / able to authorise holiday request)
- A family who take an unauthorised leave of absence/holiday will be fined £60 by the Local Authority, rising to £120 if the fine is not paid within 28 days. Penalty notices can be issued to each parent with responsibility even if the parents do not live together. (appendix 8 – HCC letter holiday taken despite request being refused; appendix 9 – HCC letter holiday taken without request being made)
- There are special circumstances to be considered
- Children who are taken out of the academy without permission from the Head of Academy will have their absences (morning and afternoon) marked as unauthorised. 21 unauthorised absences will trigger involvement from the Educational Welfare Service and each parent may receive a fine (per child) from the Local Authority.

REWARDS FOR GOOD ATTENDANCE

- class teacher praise
- allocation of pupil reward points
- weekly class awards
- termly class awards
- termly individual certificates for 100%, 97%+ and 95%+ attendance
- annual individual certificates for 100%, 97%+ and 95%+ attendance
- termly draw for children with 100% attendance, 97%+, 95%+ and for those with a 3%+ increase on the last term.

PROCEDURES TO MONITOR/REDUCE LATE ARRIVALS

- late records monitored daily
- trends identified
- parents contacted
- support offered as appropriate e.g. breakfast club, drop off early, another parent to bring child to the academy, reward chart

CHILDREN MISSING IN EDUCATION

The academy has a safeguarding responsibility to investigate any unexplained absences. The academy will report to the local authority education officer any child who has not returned to academy after 10 days after an authorised absence or is absent without any authorisation; and will make reasonable enquiries to establish the whereabouts of the child.

FURTHER DETAILS CONTAINED IN DOCUMENTS	Child Protection Behaviour Policy Anti-Bullying Policy
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DATE APPROVED: SEPTEMBER 2015	NEXT REVIEW DATE (every two years)

Reference Number:	MF-15
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