

E-ACT

E-ACT Pathways Academy Attendance and Punctuality Policy

Department Owner	Operations (National)
Section Owner	Education (National Attendance Lead)
Approver	Education & Personnel
Date Approved	July 2016
Review Date	December 2018
Status	This policy will require significant amendment and input for each individual E-ACT academy, however the framework of the policy should not be deviated from. The Headteacher is responsible for ensuring that all academy specific information is completed.

1 Introduction

1.1 Attending school on a regular basis and being punctual is crucial for success. The best place for your child/children to be is in the Academy learning; any absence results in lost learning time.

1.2 Missing days of learning in succession (or over a period of time) makes catching-up more of a challenge for the pupil, and often they can find themselves falling behind.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent
90%	19 days	4 weeks
80%	38 days	8 weeks
70%	57 days	11.5 weeks

1.1 Absence from school, whether authorised (valid reason) or unauthorised (no valid reason) affects an individual's ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school.

1.2 Regular attendance at the Academy is also a legal requirement.

2. Promoting attendance and avoiding absence from school

2.1 The purposes underpinning the Academy's attendance policy are to:

- encourage 100% attendance and punctuality;
- ensure that all those associated with the Academy understand the expectations in relation to attendance and punctuality;
- produce regular information about class and individual attendance and punctuality which will enable the Academy to monitor trends and patterns so that appropriate measures can be taken to improve attendance and punctuality and thus academic performance.

3. Expectations

3.1 We expect that our **pupils** will:

- regularly attend the Academy according to the published session times - ensuring they arrive at the Academy in time to be registered at the beginning of the morning at 8:55am.
- if they arrive late to the Academy but before the end of the registration period, go to their class where their teacher will record them as late. If they arrive after the gates have closed at 9:05am then children should sign in at reception.

- Any child arriving after 9:25am will be marked with a 'U' code indicating arrival after the registers have closed.
- If absent for a valid reason parents must contact the Academy and provide a written note explaining the absence upon their child's return to the Academy.

We expect that our **parents/carers** will:

- ensure their child attends the Academy according to the published dates and session times, and that they are equipped for all lessons;
- If your child is unable to attend the Academy, you must contact the reception at the earliest opportunity to explain the reason why. When your child returns to the academy, provide a written explanation for the period of absence. If proof is not shown your child will be given an unauthorised absent mark on their attendance record;
- avoid any absence from school for routine medical appointments during term time. Students having medical or dental appointments must bring an appointment card or note from their parents/carers, which should be authorised by the Head of Year. Where possible, every effort should be made to arrange appointments outside of core Academy hours, especially for ongoing treatment;
- not arrange holidays or leave of absence in term time. If there is a need for a student to take time off during term time then the student's parents/carers should complete and return the 'Request for leave of absence' form to the Principal who will decide whether leave should be granted. The Academy will only grant leave during term time in exceptional circumstances, in line with statutory regulations.

3.2 **Note:** Parents/carers who remove their child during term time without authorisation from the Principal risk incurring a financial penalty.

3.3 The **Academy** will;

- contact you if your child is absent and we have not heard from you, asking that you please contact the academy to explain the absence.
- conduct Home Visits where children have low attendance or absences are unexplained.
- conduct Safe and Well visits where it is felt to be appropriate.
- accurately record the attendance and any absence of a pupil; through a system of registering pupils in class groups.
- respond to any absence for which no parental explanation has been received after two days of absence with a telephone call, a letter to the pupils home or a home visit ;

- in the case of known long term absence: where appropriate, provide work for the pupil at home; take action to achieve the successful reintegration of the pupil on their return.

4. How will the Academy respond to attendance issues?

4.1 when problems of attendance arise the Academy will:

- Write a letter to inform you of the unacceptably low levels of your child's attendance, and explain that we are monitoring your child's attendance and expect it to improve immediately.
- meet with the class teacher to discuss concerns of low attendance and the impact on learning.
- If your child's attendance does not improve then you will be invited to meet with the Attendance Officer and Pastoral Lead to discuss what support can be offered and what the next steps are in ensuring the attendance improves.
- After a period of monitoring, if attendance remains a cause for concern parent(s) / carer(s) will be asked to attend a meeting with the Attendance Officer and Phase Leader to try to identify and address the reasons why attendance has not improved.
- If this is unsuccessful in addressing attendance issues, the Headteacher and the Regional System Leader will ensure parent(s) / carer(s) are aware of the situation and their responsibilities.

The Academy Attendance policy is in line with the E-ACT Attendance Strategy:

- All pupils with a good attendance are rewarded in line with the Academy Reward Policy.
- Attendance above 97% is expected by all our pupils
- There will be a response from the Academy for any pupil who has an attendance less than 97%. This will be to provide support through the Academy pastoral systems but may result in pursuing legal channels if their attendance is 90% or below.

5. Punctuality

5.1 Punctual arrival at Academy registrations in the morning and afternoon, as well as to lessons, is important as this instils good working practices in students both inside and outside of the Academy. It also portrays a serious approach to studying and making the greatest use of opportunities available to them.

5.2 Pupils are expected to:

- arrive at 8:55am every day to begin with a prompt start
- Arrive at afternoon registration promptly, KS1 at 1pm and KS2 at 1:15pm.

5.3 The following actions will be taken if a pupil is late:

- Teachers will be aware of latecomers and will inform the Attendance Officer who has lead responsibility for attendance.
- The attendance Officer will monitor and follow up absences, including appropriate support and communication with parent(s) / carer(s).
- AIS involvement will be triggered when support and sanctions have made no significant improvement
- The Attendance Officer and Pastoral Lead will take appropriate action with persistent latecomers to school.
- Parent(s) / carer(s) will be informed by the Attendance Officer of pupils arriving persistently late to school.
- Parent(s) / carer(s) will be invited to meet with the Class teacher, Attendance Officer and Pastoral lead to resolve issues of lateness.

6. References

6.1 For staff, further guidance is available in the staff handbook in the section on teaching and learning and in the relevant sections of the Academy website. The procedures within the Academy are in line with the E-ACT Attendance Strategy.

6.2 For parents/carers, further information is published in the Academy Home-Academy Contract and in the relevant sections of the Academy website.

6.3 For students, guidance is printed in the Student Planner and in the relevant sections of the Academy website.

6.4 Departmental advice on School Attendance, DfE, October 2014,
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf