



Attendance Policy

Believe, Achieve, Celebrate

September 2021 Reviewed by Stephanie Taylor

Policy on Attendance

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the Academy is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good

attendance is development of positive attitudes towards the Academy offering a diverse and tolerant environment. To this end, we strive to make our Academy a happy and rewarding experience for all children. We will make the best provision we can for those children who, for various reasons such as family health, financial concerns, and differing community attitudes towards education, attend the Academy on a daily basis.

- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the Academy keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the Academy Day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from the Academy for a legitimate reason and the Academy has received notification from a parent or guardian. For example, if a child has been unwell, the parent emails or telephones the Academy to explain the absence.
- Only the Academy can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of Academy to go shopping during Academy hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from the Academy without a valid reason provided by the parent/Carer
- Therefore, the absence is unauthorised if a child is away from the Academy without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 When a child is absent, the class teacher will record the absence in the register, the attendance manager will attempt to gain the reason from the parent via telephone in the first instance and record appropriability upon reason given

The attendance manager will complete First day response, they will audit the registers to see who is absent, make a note and then complete first day response telephone calls.

- 3.2 If the absence is for an appointment. Doctor, dentist or hospital, evidence of that appointment must be seen by the office. Where possible a copy will be taken and kept in the medical evidence file. Appointments by text must also be seen by the office. The absence will only then be authorised.

All reasons given will be logged against the absence on SIMS, If it is felt the reason is valid..

- 3.3 Second day of absent a text will be sent to parents to confirm previous reason given.

Third day of absent a text will be sent requesting medical evidence, for example, prescription note, appointment card or text, evidence of medication.

- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the Attendance Officer. The Attendance officer will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Requests for leave of absence

- 4.1 We believe that children need to be in the Academy for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child. We expect parents and carers to contact the Academy at least a week in advance. The principal will then decide if the request will be granted.

- 4.2 Parents and carers do not have the right to withdraw their children from the Academy for an annual holiday. If you decide to take your child out of Academy and it is not an authorised absence you may be fined. The current fine is £60 per child per parent/carer.

5 Long-term absences

- 5.1 When children have an illness that means they will be away from Academy for over five days, the Academy will do all it can to send material home, so that they can keep up with their Academy work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the Academy will contact the support services, so that arrangements can be made for the child to be given some tuition outside Academy.

6 Repeated unauthorised absences

- 6.1 The Attendance manager will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, and the parent/carer has not given a reason, or the Academy feels it is not a valid reason a letter of concern will be sent to advise that there needs to be an improvement within an allocated period of time.

All children that fall below the Academy's target for attendance of 95% will be sent a letter half termly to inform them that there is room for improvement and to offer support if needed.

If there isn't an improvement over a period of time the parents or carers will then be invited in to meet with the principal and the attendance manager to discuss the issue and offer our support if needed. If the situation still does not improve. the Academy will then contact the Education Welfare Officer (EWO) who will send a formal letter of concern.

10 sessions unauthorised absence the EWO will send a letter of concern

20 sessions unauthorised within a 12-week period the parents will be invited in for a panel meeting. The EWO will discuss what is expected of the parent and the child/children and the parents sign an agreement to follow the guidance.

- 6.2 The Academy and the EWO reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to Academy on a regular basis.

7 Attendance targets

- 7.1 The Academy sets attendance targets each year. These are agreed by the principal and governors at the annual target-setting meeting. The attendance targets are then agreed with the EWO as well. The targets are challenging yet realistic and based on attendance figures achieved in previous years. The Academy carefully considers the attendance figures for other similar Academies when setting its own targets.

8 Monitoring and review

- 8.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the principal. The Academy Council also has the responsibility for this policy, and for seeing that it is carried out. The Academy Councillors will therefore examine closely the information provided to them and seek to ensure that our attendance figures are as high as they should be.
- 8.2 The Academy will keep accurate attendance records on file for a minimum period of three years.
- 8.3 The rates of attendance will be reported in the annual Academy Councillor's report.
- 8.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there are any concerns concern about a child's absence, the concerns must be entered onto CPOMS, The Principal and the Attendance manager will then see if there is a longer-term general worry about the attendance of a particular child, this will then be reported to the EWO who will then contact the parents or carers.
- 8.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Attendance monitored daily, under 95% data collected and monitored, vulnerable groups monitored separately (PA).

First day response, telephone call to gain reasons for absence.

Second day response, text to confirm reason for absence.

Third day response, request for medical evidence if absence is due to illness.

Attendance manager and EWO meet half-termly to discuss any concerns.

Attendance falls below 95%, concern letters (Letter #1) sent half-termly.

Attendance falls below 95%, letter sent to invite parents to meet with principle and attendance manager to discuss support if needed.

Attendance below 85%, academy will contact Education Welfare Officer who will send a formal letter of concern and medical evidence requested. No further absence to be authorised without medical evidence.

10 sessions unauthorised, EWO will send a letter of concern.

20 sessions unauthorised absence, Letter #2 sent requesting parents to attend a PN meeting with EWO.