**Attendance Policy 2023/24 - for the students!**

**Vision**

At Aspire Academy, we want all our pupils to succeed by coming to school regularly because:

* They feel part of a caring, friendly community.
* They trust our teachers and staff to look out for them.
* They believe they can overcome challenges and be the best they can be.

**Our Approach**

Aspire Academy is committed to giving every pupil a fair education. We believe that being on time and attending school regularly is super important. We'll help and support everyone involved to make sure all pupils come to school as much as possible. If anything is stopping a pupil from coming to school regularly, we'll find out and help fix it quickly.

We think it's really important to tell pupils, parents, and teachers how vital it is to come to school on time. Missing school can sometimes be risky for pupils' safety. Everyone - teachers, parents, and pupils - has an important role in keeping kids safe, and we'll make sure there's good communication between home and school if there are any worries about attendance.

We celebrate success at our Academy. Being at school every day is crucial for doing well. We'll encourage and support pupils and families to aim for 100% attendance through messages both within the school and to families.

**Why Attendance Matters**

Being in school every day and on time is really important for learning. When pupils miss school or are late, they miss out on important lessons. Did you know that doing well in school is often connected to how often you come to school? When you're absent, you might miss exciting things!

**What Happens When You're Absent**

When pupils aren't in school, we need to know why. Sometimes it's okay, like when you're sick. That's called an "authorised" absence. But if there isn't a good reason for being away, it's called "unauthorised." Unauthorised absences include skipping school or taking holidays during term time.

**How We Help**

If there's a problem stopping a pupil from coming to school, we'll find out what it is and work with the family and pupil to fix it quickly. We want every pupil to be at school all the time!

**Our Goals**

We want everyone to understand how important it is to be in school. We'll make sure teachers, pupils, and families work together to improve attendance. We'll also keep track of how often pupils come to school so we can help those who need it most.

**Making Sure Everyone is Safe and Supported**

If a pupil is genuinely sick, they should stay at home to get better. Parents should let the school know if their child is ill. We'll check in with families if a pupil is absent to make sure everything is okay.

**What Happens if You're Late**

Being on time is important too! If you're late, there might be consequences like a lunchtime detention. If you arrive really late without a good reason, it could count as missing a whole part of the day.

We want to help you in developing good habits and excellent punctuality is one of these. Unfortunately, if you are late to school, then a lunch time detention will be issued for that day. If you are late three times during the space of one week, then a one hour detention will be set to be completed on Friday after school. Obviously, we don’t want this to happen! We want you to head home on a Friday afterschool and enjoy your weekend. So please make sure you are on time!

Obviously, we understand that sometimes there may be genuine reasons as to why you are late for school. If this is the case, please have your families contact the school on 01253 353155 so we are made aware.

**Getting Help if You're Finding it Hard to Come to School**

If it's tough getting to school, parents can contact the head of year or the attendance team. They can help come up with ways to make it easier.

**Rewarding Good Attendance**

We love to celebrate good attendance! Pupils who come to school every day might get achievement points, certificates, or recognition in their school reports.

Remember, coming to school every day and on time is super important for learning and having fun with friends!