



HIGHFIELD LITTLEPORT ACADEMY
An Active Learning Trust School



HIGHFIELD ELY ACADEMY
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HIGHFIELD ACADEMIES

Attendance Policy

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Adopted by the Governing Body

1. Statement of intent

- The school aims to work together with parents to ensure that all children registered at the school have as good a level of attendance as possible.
- It is recognised that attendance has a direct correlation with pupil progress. Good attendance will contribute to good progress.
- Attendance that is good or better is desirable in all groups of pupils. Good attendance for pupils whom are Looked After is vital. This is reviewed at termly Pupil Education Plan (PEP) meetings.

2. Parents responsibilities

- Parents have a legal duty to ensure that children of compulsory school age attend school. As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.
- Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible on the first morning of absence.
- Parents may not authorise their child's absence, only the school can do this on the basis of the information provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- Parents should ensure that their child arrives at school in time for the start of registration or is ready for the school transport when it arrives – drivers are advised by the LA to wait no longer than 5 minutes for a student before they depart without them.

If a child arrives late (after 9.00) his/her parent should report directly to the school office.

- Where parents would like their child to have any time out of school they need to ask permission in line with the guidance on the special leave request form available from the school office. In short, leave will only be authorised in exceptional circumstances, unless the absence is for unavoidable appointments, etc.

3. School's responsibilities

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be called twice daily at (9.00 and 1.15). Registers will close at 9.15 and 1.30. Any child arriving after closing of the register will be recorded as 'late' for that session. Late after registration is closed is marked as a 'U' which is an unauthorized absence.
- Teachers will complete registers in accordance with the official guidance. The Head of School will inspect the registers periodically in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.
- Should a class teacher have particular concerns about an individual child's attendance or punctuality a note to the Head of School should be left in the class register. The class teacher may also wish to speak to the Head of School.
- If attendance continues to be poor or could be improved, the senior management team will work with the family and class teacher in developing strategies to improve attendance both in the short and longer terms. As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. With effect from September 2015 schools have been advised by the government's Department for Education (DfE) that the Persistent Absence (PA) threshold will be 10%. This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.
- If a child is absent the class teacher will enter the appropriate code in the register.
- Attendance data and case studies form part of school evaluation evidence.
- The designated member of staff holds regularly, usually termly, meetings with the Education Welfare Officer to review attendance and discuss intervention strategies where necessary.
- Should school transport be late in bringing in child it is the transport company/driver/escort who should inform the school of the delay and the reason for the delay. The school office will relay this information to the class teacher/staff who greet the students from their transport in the morning. Persistently late transport will be reported to the LA for investigation.
- Should school transport be late in collecting students from school at the end of the day, the main office will contact the company to find out the reason and an estimated arrival time. Admin staff will then contact parents to inform them of this delay.