



HIGHFIELD LITTLEPORT ACADEMY
An Active Learning Trust School



HIGHFIELD ELY ACADEMY
An Active Learning Trust School

HIGHFIELD ACADEMIES

ATTENDANCE POLICY

THIS POLICY WAS APPROVED:	SPRING 2021
THIS POLICY WILL BE REVIEWED:	SPRING 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SIMON BAINBRIDGE

1. Statement of intent

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

2. Parents or carers responsibilities

- Parents or carers have a legal duty to ensure that young people of compulsory school age attend school. As parent(s)/ carer(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your young person 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 or carers should ensure that if their young person 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 or carers may not authorise their young person's absence, only the school can do this on the basis of the information provided by the parent or carer. (Should parents or carers fail to provide a satisfactory reason for their young person's absence the school will record such absence as unauthorised).
- Parents or carers should ensure that their young person 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 young person before they depart without them. If a young person arrives late (after 9.00) his/her parent should report directly to the school office.
- Where parents or carers would like their young person 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 or unavoidable circumstances.

3. School 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 young person'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 young person arriving after closing of the register will be recorded as 'late' for that session. 'Late' marks after registration is closed is marked as a 'U' which is an

unauthorised 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. Attendance is also monitored each half term so that attendance issues are identified and addressed at an early stage.
- Should a class teacher have particular concerns about a young person's attendance or punctuality a note they should speak to the Head of School.
- If attendance continues to be poor or could be improved, the Leadership Team will work with the family and class teacher in developing strategies to improve attendance both in the short and longer terms. As parents or carers it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your young person 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 young person/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 young person is absent the class teacher will enter the appropriate code in the register.
- Attendance data and case studies form part of school evaluation evidence.
- Should school transport be late in bringing in young persons 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 young persons from their transport in the morning. Persistently late transport will be reported to the LA for investigation.
- Should school transport be late in collecting young persons 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 or carers to inform them of this delay.