



## Attendance Policy

<b>LAST REVIEW NEXT</b>	<b>July 2020</b>	<b>REVIEW PERIOD</b>	<b>Annually</b>
<b>NEXT REVIEW DATE</b>	<b>July 2021</b>	<b>TYPE OF POLICY</b>	<b>Non Statutory</b>

This policy was reviewed and ratified by Academy Council.

Date of ratification:

Signature:

Print name:

We believe: Every student matters and has a fundamental right to be educated.

- Good attendance and punctuality are key to personal development, progression, learning and achievement.
- Parent/carers have a duty to ensure and encourage maximum attendance and punctual arrival at school and lessons.
- Teachers and Support Staff have a duty to monitor and encourage maximum attendance and punctual arrival at school and lessons.
- Teachers and Support Staff have a duty to record accurately and fully each student's attendance.
- Teachers and support staff should encourage maximum attendance of both the individual and the class.
- The Form Tutor and Form TAs have a duty have a duty to monitor the attendance of both individuals and the class.
- All staff and the Attendance Advisory Service will support maximum attendance and punctuality.
- We will praise & reward full & improved attendance & punctuality.

### **Responsibilities**

1. Pupils must register between 8.50am and 9am in Form Group. Failure to do so will result in a late mark.
2. If a pupil has not been registered in form, the Welfare Department are responsible for contacting parents & carers to ascertain the reason for absence. Record reason on registers & Form Tutor to do follow up call if necessary.
3. AM registration will close at 9.30am & PM registration will close at 1.30pm, any pupil arriving after this time will be marked "U" (unauthorised).
4. Form tutors are responsible for registering students correctly using the appropriate code during registration
5. The Attendance Advisory Service (AAS) are the enforcement agency and work with the Welfare Department to improve attendance via scheduled weekly meetings. Referrals are made to AAS in the following circumstances;

6.
  - If an absence is longer than two days and medical evidence is not provided
  - If there appears to be a pattern of non-attendance, e.g. every Monday or regular 2-day absence
7. The Leadership Group is responsible for supporting Form Tutors in ensuring full attendance and good punctuality and evaluating the effectiveness of systems and the policy.
8. Form Tutors and Welfare Officers are responsible for meeting with students who have issues with attendance, non-attendees and where necessary make home visits etc.
9. Where referrals are made to AAS, they may take action where there are no improvements in attendance & punctuality. This could result in a penalty notice and court prosecution. Should a student accumulate ten unauthorised sessions within six school weeks, our school's Attendance Advisory Practitioner will be informed and a Penalty Notice will be sent to each Parent/Carer. This letter will remind them of their legal responsibility to ensure their child's regular attendance at school. Should a student's attendance continue to be of concern, and a further ten sessions of unauthorised absence are recorded, a Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for their child's non-attendance.

#### **Parent/ Carer Responsibilities**

- Parents/carers MUST telephone school on the first day of absence & subsequent days thereafter.
- If an absence is longer than two days, then medical evidence must be provided

#### **Monitoring and evaluation**

The Leadership Group will monitor the effectiveness of the policy.

#### **Term-Time Holidays**

Please be aware that since the change of regulations Sept 2013, the law regarding term time pupil absences has changed. The new regulations state that "Head teachers may not grant any leave of absence during term-time unless there are "exceptional circumstances". Therefore, any requests for term-time holidays will not be authorised and any such absences will be referred to Attendance Advisory Practitioner and a Penalty Notice will be sent to each Parent/Carer. A Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for their child's non attendance

**The following has been taken from Medway's Child Missing in Education Policy 2015 (CME)**

Parents have the right to home-educate their children.

Medway Council monitors elective home education through a dedicated post within the Inclusion Team. The Inclusion Team manager oversees notification of children educated at home, or parents who are considering removing their child from school to educate at home. There is a clear process in place to track the progress of elective home education and it is undertaken jointly through multi disciplinary co-operation.

- Parents inform the school that they intend to remove their child from school roll to 'educate otherwise';
- Notification is made to the Inclusion Team and AASSA (where appropriate) by school/academy to inform them of the intention and this must be in writing from parent/carers;
- Information of cases known to AASSA where a decision has been made to 'educate otherwise' will be shared with the Inclusion Team;
- Further information is gathered by the Inclusion Team to inform of the next action. If appropriate, contact is made with parents to offer mediation and possible support in school/academy;
- Contact is made by the Home Education Advisor to meet and offer advice and guidance on the education being provided. This is usually at the home address but other alternative venues can be offered;
- If there are concerns regarding the education provided and it is deemed inadequate, parents/carers will be advised to register their child/children at a school/academy. If this does not happen a report (must be submitted) to the AASSA Team Manager for the purpose of pursuing a School Attendance Order, if appropriate.

Inspire Academy will refer an elected home-education pupil to the local authority via Medway's referral form. On receipt of a referral the information will be logged onto the database, which will trigger immediate action.

**If a child has left Inspire Academy with no forwarding school or academy:**

Referral to the AASSA from school/academy with as much information about the child as known by the school/academy or other referrer;

AAP makes enquiries, including a home visit. Council tax/benefit systems checked;

Enquiries made of partners and other agencies including Children's Social Care and partner agencies with responsibility for housing to establish any additional risks to young person;

AAP to check that the school have uploaded information to CTF, Common Transfer File, lost pupil database, school2school website