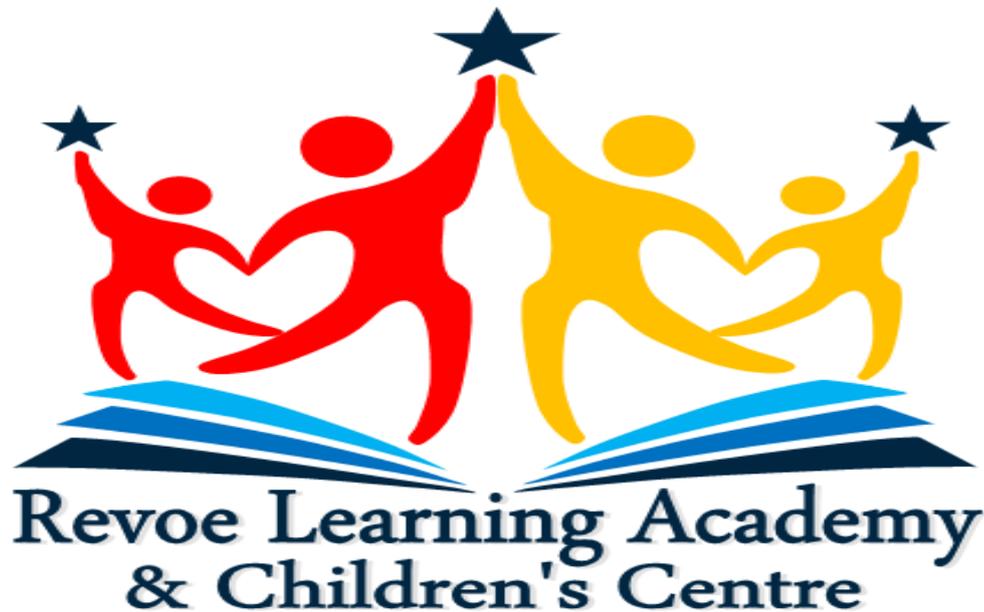


Our Pupil Attendance and Punctuality Policy



Written / Revised September 2016

Quick names and contacts for you:

- Our Attendance Hotline is 01253 766662
- Our Academy Main Office, 01253 763414
- Stephanie Swinson and Kathryn Bastow, Senior Leaders responsible for Pupil Attendance and Child Protection on 01253 763414
- Kellie Holt/Karen Manning, Pupil Welfare Officer (PWO) on 01253 476438
- Dayle Harrison, Headteacher on 01253 763414
- Student Support: 01253 476524
- Social Care: 01253 477299

Thank you in advance for your co-operation and support!

Good pupil attendance (a minimum of 96%) and good punctuality (in class by 8.55 am) are vital if your child is to take full advantage of Revoe Learning Academy (RLA) and gain the appropriate skills and understanding which will equip them for life.

Attendance Matters: We explicitly promote and expect good punctuality and high attendance. When a child's attendance or punctuality give us cause for concern, we will work with home and other agencies to ensure rapid improvement.

Most of our children attend well and are on time. If you can think of ways to improve what we **all** do to help improve our children's attendance and punctuality, please pop in and let us know; even come to our Parent Leadership group which meets every month.

A copy of this policy is available every year on our website and can also be obtained from our main office. It has been written with pupils, staff, governors, parents, and the Pupil Welfare Service and is reviewed annually in the summer term so that changes and improvements can be made in readiness for the new academic year.

**High learner absence and lateness is not tolerated at RLA.
Every absence means missed learning progress.**

Poor attendance is a factor often linked to low levels of academic success. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence. Every day counts. Missing any time from RLA will result in lost learning.

If you are experiencing difficulties in ensuring your child's good attendance or good punctuality, we would be delighted to help and support you.

Above 97% = Less than 6 days absence a year - Excellent attendance! Children who are achieving above 97% will almost certainly get the best grades they can, leading to better prospects for their future.

95% = 10 days absence a year - These young people are likely to achieve good grades and have good future prospects. But, they still need to improve their attendance.

90% = 19 days absence a year - Children who are missing this much time off will be absent for almost **1 month** per school year, making it very difficult for them to achieve their best.

85% = 29 days absence a year - Children who are missing this much time off will be absent for almost **6 weeks** per school year, making it extremely difficult for them to keep up with their work. These children are very unlikely to achieve their best.

80% = 38 days absence a year - Children who are constantly missing this much time off will be absent for **almost 1 ½ full years** over the 7 years of primary education, making it impossible to keep up with work and dramatically limiting future prospects.

Targets: Our 2016/2017 pupil attendance target is a minimum of **96.5%**.
Our persistent absence (children below 90% attendance) target is **5%**

What we Do: We constantly aim to achieve high attendance by operating an attendance policy within which children, staff, parents and the Pupil Welfare Service work together for all children. We monitor and evaluate the children's attendance weekly and implement quick, early intervention and support where a concern is identified.

Our **Deputy Headteacher, Mrs. Swinson**, carries out very regular screening of all pupil attendance and punctuality, along with our **PWO, Mrs. Karen Manning**. Strategies for improvement are discussed and actioned. Relevant staff are informed of such actions. Positive and full attendance is seen as an excellent achievement in its own right and is promoted and celebrated as such with public recognition, certificates and prizes.

Special, Exceptional Circumstances: There may be circumstances when a child may be absent or arrive late because of transport difficulties, prolonged serious illness or unavoidable family emergencies. We will adopt an understanding approach in these instances and work with the family to improve the child's attendance and their punctuality.

Please keep RLA informed of any special circumstances which will impact on your child's attendance and punctuality.

Rewards: All punctual and high attending children (96%+) are given a raffle ticket daily which is entered into a weekly attendance and punctuality draw, held at Friday's Achievement Assembly. These children are recognised and presented with certificates and raffle prizes.

Each half term, the best attended class in Reception and Key Stage 1 and Key Stage 2 receive **£100** for the class to spend on democratically agreed 'luxuries'! Children whose attendance is at least 96% are entered in to a draw to win a major prize each term.

Families of children with 96+% will be entered into a half termly draw to win a healthy 'dinner' as a thank you for supporting their child's excellent attendance and punctuality.

We celebrate 100% attendance by presenting children with award certificates and prizes as well as being invited to a Blackpool celebration.

Principles: A child should be in RLA every day and be in class on time - **before 8.55 am**. Where an absence is unavoidable, the parent must provide a reason for the absence, either in writing or verbally to the class teacher or by leaving a voicemail on **01253 766662**.

A child should only be absent if the reason is **unavoidable**. Every absence from our Academy has to be authorised by the Headteacher, which is why the reason for each absence is always required and will be requested. **Absences will not be authorised without exceptional reason!** Absences will only be considered for authorising if the child's attendance is at least 96%; and, that the reason for the absence is unavoidable.

When a child returns from an absence, he or she must bring a written note with them, signed by a parent, and evidence, such as a medical note. Absences **will not** be authorised without this. Other reasons for absence must be discussed with us each time. Leave may be granted in an emergency (e.g. a family death) or for unavoidable medical appointments, provided that a written explanation, along with evidence, is received.

Missed Work Children are expected to catch up work missed at the earliest opportunity, including at home. We really appreciate your cooperation in supporting your child's learning.

Unauthorised absences (truanting) are absences Revoe Learning Academy does not consider unavoidable. Unauthorised absence (truanting) includes a child having time off for:

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|  Going shopping |  Having a haircut |
|  Minding the house |  Having absences which have never been explained |
|  Having no uniform |  Arriving too late to get a mark – after 9.10am |
|  Having a birthday |  Sleeping in |
|  Looking after the family |  Using medical appointments as an excuse for whole day absence |
|  Family holidays | |

Providing a note or message may not be sufficient if the reason given is 'avoidable' ie the child could and should have been in Revoe Learning Academy.

Some children require encouragement and support to attend very regularly and to be on time. We want to resolve issues in partnership with families. It is never better to cover up the child's absence or to give in to pressure to excuse them from attending RLA. **This gives the message that attendance does not matter and may make things worse.**

Parents are expected to contact our Academy at an early stage and to work with Staff in resolving problems together. Revoe Learning Academy wants to ensure that your child is able to '**Respect, Learn and Achieve**', our mission statement.

If problems are not resolved, we **will** conduct home visits and may refer the child to our Pupil Welfare Officer, who will try to resolve the difficulties by agreement or by a further referral to another agency. However, if strategies to improve the child's attendance and punctuality fail, then penalty notices, fast track meetings and/or court proceedings will be taken to ensure the child's regular attendance and punctuality. **It may be deemed necessary to prosecute parents as a last resort if attendance does not improve significantly.**

Parents or children can contact our Pupil Welfare Officer, Karen Manning, to talk or meet with her for advice, support etc . She is independent of Revoe Learning Academy. ☎ Please contact her on 01253 476478 or **see her at Revoe each Thursday morning.**

Children who are Persistently Absent (PA) i.e. 90% or less attendance:

For a child whose attendance is 90% or below, a home visit with our PWO will be conducted. A meeting at RLA will be arranged, which parents must attend, so that an agreed action plan, resulting in a rapid improvement in the child's attendance, can be agreed. Failure to attend this meeting may result in a fixed penalty notice.

Registration Pupils must arrive between **8.45am and 8.55 am**. The attendance register is a **legal, statutory** document which must be maintained at all times by staff. We register pupils at the beginning of both the morning and afternoon sessions. Registers are open from **8.55am** until **9.05am** for morning session and **1.00pm-1.05pm** for the afternoon session.

A child arriving between **8.56am and 9.10am** for a morning session and after **1.05pm** for an afternoon session will be marked present, but late after the register has closed. Registers are collected by 9.15am and monitored by the admin team. After 9.11am, the child will be recorded as 'U', meaning that the child arrived after the registration period had closed.

Once completed by staff, registers are amended for late arrivals by the office. Reasons as to why a child arrives late will be investigated and you will be contacted to ensure that you are aware of your child's poor punctuality. Persistent, poor punctuality **will not** be tolerated and may result in the PWO being involved to resolve the reasons behind the lateness. Penalty fines may be implemented by the court officers.

RLA operates a first day absence contact service, home visits and a walking bus to support your child's attendance and punctuality. Ring or text RLA to find out more.

If a child fails to arrive for an afternoon session, it is the class teacher's responsibility to find out the child's whereabouts and inform the Office immediately, especially if they have concerns that the child may have left the premises. A senior member of staff will be contacted by the Office for further action. A child who leaves the premises without permission will result in the police being contacted; then parents.

Left Children at our Academy:

A member of year staff must accompany any left child to the Engagement office and remain with them until they are collected or they are passed on to an Engagement Officer or Admin Officer. Any child left uncollected after 3.45pm, unless attending a club, will be passed on to the Pupil Welfare Service or Social Care Service, if appropriate.

Pupil Welfare: 01253 476478

Social Care: 01253 477299