



“Let your light shine before others”

Matthew 5 v 16

The following policy is reflective of our deeply held Christian Vision and Values .

Vision

We are committed to creating a safe, happy and enriching environment where we all aspire to thrive, achieve and celebrate success together.

Our aim is to promote the dignity and well-being of every child and staff member and ensure they flourish in the course of their journey with us.

Values

Our core Christian values of Hope, Wisdom, Community and Joy underpin all that we strive to achieve to enable our ‘light to shine before others’ Matthew 5 v 16

ATTENDANCE POLICY

1. Introduction

- All pupils are expected to attend school daily (when the school is in session) unless there is an unavoidable cause. We do all we can to encourage pupils to attend by putting in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. We will reward those pupils whose attendance is very good. Good attendance is vital to a good education and we rely on a parent's support in this matter to fulfil a child's potential.

2. Definitions

Authorised absence

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a pupil has been unwell, the parent must contact the Absence line on 01373 468615 or email Selwood.Attendance@selwood-academy.co.uk before 8.30am.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a pupil out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a pupil is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a pupil is away from school without good reason, even with the support of a parent

3. If a pupil is absent

- When a pupil is absent, Academy staff will record the absence in the register. Parents and carers have the option to leave a message on the Absence line on 01373 468615 or email Selwood.Attendance@selwood-academy.co.uk before 8.30am. Parents and carers should provide their child's name, Tutor group and specific reason for absence, not 'unwell' or 'under the weather'.
- A message, email or note may be given to the Attendance Officer prior to the day of absence, e.g. if a pupil has a medical appointment.
- If a pupil is absent and there has been no contact from a parent or carer, the Attendance Officer will call, email or text contact number one. If there is no response, further contact will be made to all other numbers held in relation to the pupil.
- A home visit will take place should there be a number of days absence without a parent or carer contacting the Academy.
- Failure to see or speak to a pupil who is absent could result in a referral to the Education Safeguarding Service when reasonable efforts to locate a pupil have not been successful.

4. Lateness

- Morning registration closes at 8:45am. Any pupil who arrives after this time is required to sign in at the Compass Centre providing their reason for being late. If a pupil is late three times during a term, without a good reason, parents and carers will be emailed to inform them that a half-hour after-school detention has been issued.

5. Term-Time Absences

- Absence Request Forms can be found on the school website <https://selwood-academy.schudio.com/parents/useful-information/leave-request> and can be collected from reception. An Absence Request Form should be completed if a parent wishes to take their child out of school and this should be returned by email to Selwood.Attendance@selwood-academy.co.uk or brought into reception at least four weeks before the absence. This will then be reviewed by the Head teacher and a response will be emailed home.
- Absence will only be granted in exceptional circumstances. Parents and carers who take their children on holiday during term time will be subject to unauthorised absence. If absences are unauthorised but still taken, a Penalty Notice may be issued.

6. Long-term absence

- For an extended period of absence, the Academy will contact and liaise with the relevant support services.

7. Absence Monitoring

- If a pupil's attendance is cause for concern, a letter will be emailed home. We will monitor attendance for the following three weeks and, if there is little or no improvement, a second letter will be emailed home inviting parents or carers to a School Attendance Meeting with the Attendance Officer or Pastoral Team Leader. If attendance still does not improve a referral may be made to the Education Safeguarding Services.

8. Attendance Targets

- We aim to actively promote attendance and punctuality and to promote a minimum of 96% attendance for all pupils. Selwood Academy follows the local authority Code of Conduct to address attendance. This may include the use of statutory powers which involves the use of penalty notices and court prosecution.

Children are required, by law, to attend school 190 days per year.

95% Attendance = 50 lessons missed

90% Attendance = 100 lessons missed

85% Attendance = 150 lessons missed

80% Attendance – 200 lessons missed

75% Attendance = 250 lessons missed

Date last reviewed : May 2023

Review date: May 2024