



## **ATTENDANCE POLICY**

**LAST REVIEW**                      October 2020

**NEXT REVIEW DATE**              October 2021

**REVIEW PERIOD**                      Annually

## **Introduction**

At Sutton House Academy, we believe every pupil matters and has a fundamental right to be educated. As of the 2<sup>nd</sup> September 2020, it is mandatory for all statutory school age children to attend school.

Regular school attendance is essential if children are to achieve their full potential.

Sutton House Academy believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

This is particularly important for students with a statement of SEMH as they are more in need of these opportunities and are less likely to have previously attended well at school.

Sutton House Academy values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Good attendance and punctuality are key to personal development, progression, learning and achievement.

Parents/carers have a duty of care 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.

The Academy has a duty of care to record accurately and fully each pupil's attendance.

All staff will support maximum attendance and punctuality.

We will praise & reward full & improved attendance & punctuality.

The Academy works in close partnership with the Local Authority Attendance Service to ensure all pupils are supported to achieve maximum attendance and be successful in achieving educational potential.

## Academic day

Monday – Friday					
<b>HUB 1</b>			<b>HUB 2</b>		
Start Time	End Time	Lesson	Start Time	End Time	Lesson
08:20	08:30	Breakfast Club	11:30	12:00	Lunch Time
08:30	09:15	Lesson 1	12:00	12:15	Tutor Time
09:15	10:00	Lesson 2	12:15	13:00	Lesson 1
10:00	10:15	Morning Break	13:00	13:45	Lesson 2
10:15	11:00	Lesson 3	13:45	14:00	Afternoon Break
11:00	11:45	Lesson 4	14:00	14:45	Lesson 3
11:45	12:00	Tutor Time	14:45	15:30	Lesson 4
12:00	12:30	Lunch Time	<b>15.30 End Of School Day</b>		
<b>12.30 End Of School Day</b>					

Hub 1 children who arrive after 9.00 am will be marked with an “L” code for late arrival

Hub 2 children who arrive after 12.00pm will be marked with an “L” code for late arrival

Additional attendance will be offered outside academic hours by clubs and personal Wellbeing such as Counselling.

### Schools Responsibilities

- Sutton House Academy must enter pupils on the admissions register at the beginning of the first day of which has been agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, then the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.
- Sutton House Academy must monitor pupil’s attendance through their daily register and should agree with their local authority the intervals at which they will inform the local authority of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission.
- The Early Help Family Support Team are the Local Authority formal enforcement agency and work with the Sutton House Academy to improve attendance via scheduled weekly case review meetings and direct intervention when poor attendance fails to improve through school based support.

- The Senior Leadership team (SLT) is responsible for supporting teaching and learning staff identify and respond effectively to emerging poor attendance, following the Academies staged intervention protocol.
- The SLT are responsible for supporting all staff adhere to this policy, intervening early in poor attendance and following a robust staged intervention protocol towards ensuring robust support for all pupils to achieve attendance success.
- Teaching and Learning staff are responsible for identifying early onset attendance behaviour by following the Academies staged intervention protocol, meeting with pupils and parents to initiate a supportive Level 1 intervention meeting, identifying blocks to attendance and supporting appropriately. Where outcomes do not improve, cases are brought to the attention of The Early Help Family Support Team, who supports the school to progress cases into a supportive Level 2 Attendance intervention.
- The Early Help Family Support Team takes action where there are no improvements in attendance & punctuality. This could result in a penalty notice and court prosecution.

### **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
- Advise the school as soon as possible of any changes to contact details or address of the pupil.
- Parents/carers have a duty of care to ensure and encourage maximum attendance and punctual arrival at school and lessons.

### **Monitoring and evaluation**

SLT 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 the Head Teacher 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 marked as unauthorised and trigger a Level 2 Attendance Intervention and/or 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.

### **Change of Placement / Elective Home Education**

If a parent makes a request of change of placement or makes the decision to remove a pupil from role and educate their child at home then they must have this agreed in their EHCP, **Any change of placement has to go through the SEN team at the LA, so would need to be requested through an annual review.**