



Unity Academy – Attendance For Learning Policy Synopsis (2019-22)

Unity Academy is committed to providing a full and efficient educational experience to all students. Good attendance (of at least 96%) is a crucial factor in driving achievement through a productive, successful and enjoyable school career and an important preparation for the world of work.

Unity Academy will do all it can to ensure maximum attendance for all students and will identify and address any problems that impede punctuality and regular attendance as soon as possible, supporting parents to discharge their responsibility to ensure good punctuality and attendance.

Ensuring good attendance must be a high priority for the academy, children, parents and carers.

Unity Academy will actively promote and encourage 100% attendance for all our students and will react quickly through tiered intervention to resolve any problems as quickly and efficiently as possible, aiming to return a student to sustained full attendance as soon as possible.

The efforts of students to achieve full attendance will be recognised and rewarded.

Procedures will be put in place to respond to poor and irregular attendance and persistent lateness.

The full Attendance for Learning policy identifies the responsibilities of the academy, students, parents/carers with regard to attendance. This also clarifies that the academy is unable to routinely authorise holidays during term time, examples of support and intervention in the event of poor attendance and the role of the Pupil Welfare Officer, Penalty Notices and legal proceedings.

Absence is classified as either **authorised** or **unauthorised**.

Parents /carers are always required to provide a reason or cause for an absence via telephone on the school Absence Line, email or a written note. **Authorised** absences are mornings or afternoons away from the Academy for a good reason such as illness or other unavoidable cause. **Unauthorised** absences are those which the Academy does not consider reasonable and for which no 'leave' has been granted.

Persistent absence

'Persistent absence' refers to absence of more than 10%, whether authorised or unauthorised. This has a highly negative effect on a student's educational experience and performance

Unity Academy will deploy registration systems in line with the legal requirement for morning and afternoon registration and additional registers will be taken in every lesson.