



ATTENDANCE POLICY

LAST REVIEW	September 2022	REVIEW PERIOD	Annually
NEXT REVIEW DATE	September 2023		

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1. Introduction

Victory Park Academy believe: Every pupil matters and has a fundamental right to be educated.

- 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 their educational potential.

2. Registration

1. Pupils must register between 8.45 and 9am unless the pupil is on an alternative timetable. Failure to do so will result in a late mark (L).
2. AM registration will close at 10.00am and any pupil arriving after this time will be marked "U" (unauthorised absence).

3. PM registration opens at 12pm and close at 1pm. Any pupils arriving after this time will receive a late mark (L)
4. If a pupil is not present at close of registration the Academy has a duty of care under its safeguarding policies to contact the parent / carer to establish their whereabouts and ensure a clear record is maintained.

3. Responsibilities

3.1 The Local Authority

The LA Attendance Support Service are the Local Authority formal enforcement agency and work with the Academy to improve attendance via scheduled weekly case review meetings and direct intervention when poor attendance fails to improve through school-based support.

3.2 The Senior Leadership Team (SLT)

The Senior Leadership team is responsible for supporting teaching and learning staff to identify and respond effectively to emerging poor attendance, following the Academies staged intervention protocol. They are also responsible for supporting all staff adhering to this policy, intervening early in poor attendance and following a staged intervention protocol towards ensuring support for all pupils to achieve attendance success.

3.3 Teaching & Learning Staff

Teaching and Learning staff are responsible for identifying early onset attendance behaviour by following the Academies staged intervention protocol, meeting with pupils and parents/Carers to initiate a supportive Level 1 intervention meeting, identifying barriers to good attendance and supporting appropriately. Where attendance does not improve, cases will be referred to The Local Authority Attendance Support Service, who support the school progress cases into a supportive Level 2 Attendance Support Meeting. The Local Authority Attendance Support Service take action where there are no improvements in attendance & punctuality. This could result in a penalty notice and court prosecution.

3.4 Parents & Carers

- 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

4. Monitoring and Evaluation

SLT will monitor the effectiveness of the policy.

5. 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 of

Academy 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 Support Meetings and/or a Penalty Notice may be issued to each parents/Carers, resulting in a £60 fine per parent per child, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for your child's non- attendance.

6. CME

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

If a pupil does not attend the academy for ten consecutive days and absence is unauthorised and the academy is not aware of the whereabouts of the pupil, they will refer to the Local Authority Child Missing in Education Officer.

If a parents/Carers advises the academy that their child will be moving to another school, the academy may remove the pupil from their register, only when a confirmation letter from the parent/carer and proof of registration at another (OFSTED registered) school is provided. Until that time the pupil remains on the register of the academy and parents/carer are responsible for ensuring their attendance. If the pupil continues not to attend then the case is referred to the Local Authority Attendance Support Service and formal processes triggered. This could result in a Penalty Notice being issued to each parents/Carers, 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 your child's non- attendance.

7. Elective Home Education

If a parents/Carers makes the decision to remove a pupil from roll and educate their child at home the following steps must be taken.

In all cases where a parents/Carers is removing a child from the role of the academy to educate at home or 'otherwise' the academy must alert the Local Authority Attendance Support Service, Admissions and any supporting services such as EHFS.

In the first instance: Where there are welfare concerns for the pupil, the school must consult with Social Care and Local Authority Attendance Support Service to establish that there are no reasons why the parents/Carers may not exercise their right to remove the child from school roll and 'educate at home' or 'educate otherwise'.

7.1 Where there are no welfare concerns

- Parents/Carers inform the Academy that they intend to remove their child from school roll to 'Educate Otherwise'
- The Academy advise the parents/Carers that they must make their intention clear in a formal letter addressed to the school, dated and signed.

- The Academy receives a dated and signed letter from the parents/Carers stating their decision to remove the child from the Academy in order to educate them at home.
- If the parents/Carers is stating they wish to remove the child from the Academy roll and send them to a Non Ofsted registered school, they must state clearly in a signed and dated letter their intention to 'educate otherwise'.