



## ATTENDANCE POLICY

<b>LAST REVIEW NEXT</b>	September 2019	<b>REVIEW PERIOD</b>	
<b>NEXT REVIEW DATE</b>	September 2020	<b>OWNER</b>	
<b>TYPE OF POLICY</b>		<b>APPROVAL LEVEL</b>	

We 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 educational potential.

## **Registration**

1. Pupils must register between 8.45 and 9am. 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.

## **Responsibilities**

- 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.
- The Senior Leadership team 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 Local Authority Attendance Support Service, who support the school progress cases into a supportive Level 2 Attendance intervention.
- 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.

## **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

## **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 "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 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

## **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 is registered unauthorised and the academy is not aware of the whereabouts of the pupil, they will refer to the Local Authority Child Missing Education Officer.

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

## **Elective Home Education**

**If a parent makes the decision to remove a pupil from role and education their child at home the following steps must be taken.**

In all cases where a parent 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 parent may not exercise their right to remove the child from school role and 'educate at home' or 'educate otherwise'

## **Where there are no welfare concerns**

- Parents inform the Academy that they intend to remove their child from school roll to 'educate otherwise'.
- The Academy advise the parent 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 parent stating their decision to remove the child from the Academy in order to educate them at home.

### Non Ofsted registered schools

- If the parent is stating they wish to remove the child from the Academy role and send them to a Non Ofsted registered school, they must state clearly in a signed and dated letter their intention to 'educate otherwise'.