

Attendance Policy

Rationale:

Regular school attendance is vital to achieve a positive outcome at school. Students need to attend regularly if they are to take full advantage of the educational opportunities available to them. All students should attend over 95% of the time.

Purposes:

1. To maximise the attendance of all students in order to ensure that they have access to the full education programme, National research highlights a clear link between good attendance and attainment.
2. To promote consistency in monitoring attendance and follow up of non-attendance ensuring parents/carers are aware of the legal requirement regarding attendance and of the Academics policy.
3. The Education Regulations (Student Registration) of 1995 states that a register of attendance must be taken and recorded by the school. Reasons for absence must also be recorded according to national codes.

Broad Outlines:

1. A register of students will be taken by a member of staff at the start of both morning and afternoon sessions. In addition, registers will be taken at the start of each lesson to monitor absences once students are in school.
2. Students are expected to be punctual to the Academy. Punctuality is regarded as an important part of a student's education. The Attendance Office monitors the punctuality of students to the Academy. Latecomers must report to the Attendance Office for their attendance to be recorded.
3. Students arriving after the closure of registers will be officially marked absent, although their presence at the Academy will be recorded. Where lateness persists sanctions will be put in place such as detention and parents/carers will be informed.
4. Parents/Carers must contact the Academy on the first day of absence indicating the likely period of non-attendance. The Academy will maintain a policy of 'First Day Calling' where contact from home has not been forthcoming.
5. Parents will be contacted where attendance is unsatisfactory or the student's non-attendance has not been satisfactorily explained.
6. The Attendance Officer will liaise with the Educational Welfare Officer regarding individuals with poor or erratic student attendance patterns, persistent non-attendance or lateness and unsatisfactory explanations of absences.
7. All student absences should be confirmed by parent/carer by a dated written note or a telephone call to the Attendance Officer.
8. The Academy works hard to dissuade parents/carers from taking students on holidays during term time. Should a parent/carer wish to make a request for student holiday leave they must complete the required form. Each case is considered by the Principal in relation to the student's attendance pattern. In most circumstances permission will not be given, particularly if the absence is for several days, if the holiday could be arranged out of term time or attendance is

below average. No applications will be approved for KS4 students [Years 10 & 11].

9. Fixed penalty notices are actioned by the Education Welfare Service, to support the work of the Academy where a student's absence of 5 or more days is unauthorised
10. A rewards system that reflects the importance of attendance in raising and maintaining high levels of attainment is in place as part of a celebration of success for individuals as well as certain groups within the Academy.
11. The Academy will hold a number of standard letters, centrally, to celebrate good or improving attendance and raise concerns where attendance patterns are poor or worsening.

