



ATTENDANCE POLICY



Attendance Policy

Introduction

The Academy is committed to a positive policy of encouraging pupils to attend school regularly. The Academy will work with parents and pupils to secure this aim.

Aims

The aim of this Attendance Policy is to ensure that there is an efficient system, known to all for ensuring that pupils attend the Academy on a daily basis, or for ensuring a reason for non-attendance is known to the Academy.

Taking the Register

Pupils of compulsory school age must have their attendance recorded twice per day.

The register must be taken twice daily at the start of the morning and afternoon sessions. Children should arrive at school by 8.50am in order to be on time for morning registration at 9.00am children arriving after 9.10am will receive a late mark.

The register must record whether the pupil is present, absent, or attending an approved educational activity.

An 'Approved educational activity' is defined as:

One taking place off the Academy premises;
Approved by a person authorised by the Principal;
Supervised by a person approved by the Principal;
Of an educational nature, including field trips and educational visits;
Where a pupil is receiving part of their educational off-site at another location while remaining on roll and under Academy supervision (e.g. sick pupils being taught at home), or attending an approved sporting activity.
When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

All Registers are closed thirty minutes after the start of the morning and afternoon sessions, children arriving late after that time will receive an unauthorised absence.

Responsibilities

The Academy Council will:

Approve the policy and any proposed changes;
Receive reports from the Principal;
Review the working of the policy in the light of the Principal's report;
Ensure that the policy is promoted and implemented throughout the Academy; and is known by the parents;



The Principal will:

Set attendance targets as part of the Academy Development Plan and target-setting process;
Monitor progress;
Ensure that strategies are in place to promote and implement the policy throughout the Academy;
Determine whether to authorise any written request for proposed absence, or absence which have taken place for which no written request was made;
Notify parents as appropriate that if a pupil of compulsory age fails to attend regularly his/hers parents/carers commit an offence;
Withdraw a Nursery place (non-compulsory children) if attendance is a concern.
Initiate, with appropriate staff, strategies to improve attendance;
Liaise with the appropriate bodies (including the Local Authority's agencies) over persistent absentees;
Make an annual report with statistics to the Academy Council.
Oversee the attendance arrangements;
Make periodic checks of the registers to monitor pupil absence;
Make regular checks on absence notes and the reasons for absence;
Ensure that unaccounted for absences are followed up by getting in touch with parents/carers. If there is reasonable concern about a child's welfare, the Principal will decide what action to take, including informing the relevant authority agency;
Deal with issues of inadequate registering;
Arrange appropriate training for staff;

The Attendance Manager will:

Ensure that all pupils' absences are noted and absence notes are received from parents;
Ensure that all registers are completed daily;
Ensure that pupils bring absence notes;
Make regular checks on the efficiency of the registering;
Make regular checks on absence notes;
Ensure that all suspected truancy/persistent absenteeism is followed up and dealt with;
Contact parents over pupil absences where appropriate;
Make reports to the Principal on the efficiency of the system;
Liaise with the Principal over training needs;
Liaise with the Local Authority in relation with Penalty Notices'
Liaise with the Academy Attendance Team every half term and report analysis of the attendance folders to the Principal.

Class Teachers will:

Ensure that pupils are registered accurately;
Keep the Principal informed of any signs of persistent absenteeism, and inform the Principal of any possible underlying problems, which might account for absences.
Have meetings with parents/carers if attendance becomes a concern. And document these meetings in their class attendance folder.



Parents Carers are required to:

- Advise the school by telephone on the first day of absence and provide the Academy with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Absence is categorised as follows:

- Illness Parents/carers may be asked to provide medical evidence to allow the Principal to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription ect.
- Medical/Dental Appointments Parent/carers are advised where possible to make medical and dental appointments outside of the Academy day. Where this is not possible, pupils must attend school for part of the day. Parents/carers must show the appointment card to the Academy and sign the child out at the office.
- Other Authorised Circumstances This relates to where there is a cause for absence due to exceptional circumstances. If parents/carers need to take their child out of school during term time a written request must be made to the Principal. If the permission to take leave is not granted and the parent/carer takes their child out of the Academy the absence will be unauthorised. In such cases the Academy may request the local authority issue a Penalty Notice or consider legal sanctions including prosecution in the magistrates' court.
- Penalty Notice Each Penalty Notice incurs a fine of £120 which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in further statutory action being taken against you.
- Excluded (no alternative provision made) Exclusion from attending the Academy is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.
- Religious Observance There is no legislation, regulation or DFE guidance on leave of absence for religious observance. The Principal will review any such application on an individual basis.

The Academy expects advance notice, since religious festivals are likely to be fixed well ahead.

Taking a pupil off the Register The Principal will authorise the taking of a pupil's name off the register in accordance with the Regulations currently in force.

Equal Opportunities In making and implementing this policy the Academy will take into account the Oasis Community Learning equal opportunity policies.

The Academy will inform staff where allowances have to be made for pupils with disabilities.

