



# Attendance and Punctuality Policy

## PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance in line with Ofsted requirements, ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

Every student at APA should achieve at least 96% attendance and 100% punctuality.

Date of last review:	September 2017	Author:	Vice Principal
Date of next review:	September 2018	Owner:	Education Directors
Type of policy:	<input type="checkbox"/> Network-wide <input type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	Approval:	Board
School:	APA	Key Contact Name:	Governance Team
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## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input checked="" type="checkbox"/> Strategic Leadership & Planning <input checked="" type="checkbox"/> Monitoring, Reporting & Data <input checked="" type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates	Attendance

<input type="checkbox"/> Our People	
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## **1. Introduction**

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark Putney Academy takes the responsibility to monitor and promote the regular attendance of all its students very seriously. It acknowledges that irregular attendance can disrupt the continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy. We feel the whole academy community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

## **2. Aims**

The aims of the Attendance Policy are:

- a) To raise the importance of good and excellent. The Academy target is 97%.
- b) Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- c) To improve punctuality.
- d) Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

## **3. Guidelines**

### **3.1 Reasons for absence**

Parents and carers are asked to contact the academy attendance manager by phone or in person if their child needs to be absent from the academy.

### **3.2 Authorised absences**

Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical appointments

should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.

### **3.3 Unauthorised absences**

Unacceptable reasons include shopping, going to an appointment, visiting relatives, buying

shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

### **3.4 Holidays/Trips**

The academy supports the view that every lesson counts and discourages parents/carers

from taking holidays during term time. This absence will be unauthorised.

### **3.5 Only the Principal can authorise absence.**

## **4. Action taken when pupils are absent**

**4.1** There are occasions when absence is unavoidable. These include:

a) Illness, if the child is really too unwell to attend school.

b) Medical or education appointments.

**4.2** If a parent knows in advance of absence due to an appointment, the academy attendance manager should be informed and the appointment card shown.

**4.3** If a child is ill, the parent or carer should ring the academy to inform us and on return present a written note explaining the absence. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy so we can photocopy it.

**4.4** The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message will be sent on the first day of absence.

**4.5** Letters will be sent to the parent or carers requesting an explanation of the absence. If no reply is received; the absence is counted as unauthorised. Two academy weeks are allowed for responses after the letter is sent.

## **5. What happens if Attendance is unacceptable?**

**5.1** The Vice Principal and Attendance Officer reviews the attendance of all pupils monthly. If the attendance of a student falls below 95% the reasons for the absence are investigated.

**5.2** The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:

a) The Attendance manager will write a tier 1 letter to the parent or carer. The situation is reviewed at the next month's check.

b) If no improvement is seen the attendance Manager will write a tier 2 letter to the parent or carer and request a meeting. The situation is reviewed at the next month's check.

c) If no improvement is seen the Vice Principal will write again (tier 3) requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.

d) If the attendance does not significantly improve, a referral will be made to the Educational Social Worker and to the Local Authority. In non-improving situations a penalty notice may be served

**5.3** If your child's attendance is unsatisfactory (below 93%) you are at risk of a referral to the Education Welfare Officer and may be liable for fast track court prosecution, and/or a fixed penalty notice under section 444 of the Education Act 1996.

## **6. Lateness**

**6.1** The academy day starts at 8.30am and all academy gates are closed by 8.30am. Students should be on site by 8.20am. There is a warning bell at 8.25am.

**6.2** Pupils who arrive after this time must enter the academy through the main entrance. They must sign in late with the attendance manager.

**6.3** Registers will close at 8.45am. Children who arrive after this time will be marked as 'U'

(unauthorised absence). Any child receiving 5 U's in any half term may be issued with a Fixed Penalty Notice.

**6.4** The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the Vice Principal is informed by the Attendance Officer.

a) Appointment made to see Attendance Manager – one month is given for improvement.

b) If no improvement is seen the Vice Principal will request another appointment.

c) If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.

**6.5** 'Cause for Concern' registers for absence and punctuality are kept.

## **7. Punctuality Inspection**

We also do sporadic punctuality inspections at the academy gate. Our Educational Social worker and SLT are involved in these.

## **8. How will this information be collated?**

A register of absence and punctuality referral is kept. The Attendance Manager and the Vice Principal manage this register and meet regularly to decide necessary action.

## **9. Student absence and extenuating family circumstances**

If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form. No absences for holidays should be authorised, unless in extreme or exceptional circumstances. Permission for absence will only be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice.

## **10. Registers**

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children entering the classroom via the attendance office are late and should be marked as such, even if the register has not been taken yet.

## **11. Rewards and Sanctions**

The tutor group with the best attendance for the previous week is recognised and rewarded in assembly. The House with the best attendance for the half term and term is rewarded with the House Attendance Cup in Assembly.

Children with 100% attendance are presented with a certificate at the end of each term/half and are eligible for attendance reward trips.

Further prizes and awards may be presented for attendance.

Sanctions in the form of detentions are applied for lateness. If a student is late to school in the morning, they will receive a 1 hour detention on the same day.