



Ark Paddington Green
Primary Academy

ATTENDANCE AND PUNCTUALITY POLICY

POLICY INFORMATION

Named personnel with designated responsibility for (insert)

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2016-7	K Deeks	S Malik	A. Ewing	A. Ewing

Policy review dates (frequency of review: tbc)

Review Date	Changes made	By whom
August 2016	Policy created	M Haimendorf

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2016-7	August 2016	Project Board

Dates of staff training for this academic year

Dates	Course Title	Staff

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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 Paddington Green Primary Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt 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.

Through the policy, the Executive Principal/Head of School of the school has certain functions. These may be performed by the Executive Principal/Head of School himself or their designate.

2 AIMS

The aims of the Attendance Policy are:

- a To ensure attendance and punctuality are maximised as a key requirement of successful learning
- b Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

3 GUIDELINES

3.1 Reasons for absence

- a Parents and carers are expected to contact the academy office by phone or in person if their child needs to be absent from the academy.
- b If this contact is made on the day of the absence, it is expected to be made before 8.30am.

3.2 Authorised absences

- a It is the Executive Principal / Head of School's judgement as to whether absence is authorised or not. Typically, reasons for authorised absence include sickness, medical appointments, recognised religious events (1 day per recognised religious event only where the school has not already placed a CPD day to ensure that attendance is maximised) and funerals of close family members. Medical appointments should be arranged outside of the academy day, if possible. Where absence is necessary for any reason, we would expect pupils to miss only part of the day if at all possible, for example a medical appointment.

3.3 Unauthorised absences

- a Unacceptable reasons are likely to 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

- a The school supports the view that every lesson counts and discourages parents from taking holidays during term time.
- b All holiday/trip requests must be made in writing to the Executive Principal / Head of School prior to the exceptional absence being taken, with at least two weeks being allowed for such requests. Failure to submit a written exceptional absence request will lead to the absence being unauthorised. Authorization for absence for such trips can be granted at the Executive Principal / Head of School's discretion, depending on individual circumstances, however such absences will normally be refused as the academy believes that every day and every lesson counts. Any holiday or trip not authorised by the Executive Principal / Head of School will be classed as an unauthorised absence.

3.5 Only the Executive Principal / Head of School can authorise absence.

4 ACTION TAKEN WHEN PUPILS ARE ABSENT

- 4.1 If a parent knows in advance of absence due to an appointment, the academy office should be informed and written evidence of the appointment shown. This allows the absence to be planned for and tracked.
- 4.2 If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week, then an update check will be made by the school office in the form of a phone call and medical evidence will need to be seen by the school office on the child's return to school. Absences attributed to illness without appropriate medical evidence or school agreement will be unauthorized.
- 4.3 If the child continues to be absent then details may be passed onto the appropriate external agencies.
- 4.4 Whenever the school is unable to contact the parent/carer, the attendance officer will write to or phone the parent/carer to obtain a reason for absence. Any absence considered not to be a justified reason will remain unauthorised. A series of unauthorised absences may trigger a meeting between the parent/carer and the school, agreed shared attendance contract meetings, and may lead to referral to the appropriate external agencies.
- 4.5 In the case of one-off unauthorized absences, the school will refer all cases of sustained or significant unauthorized absence to the appropriate external agencies, who may then decide to take further action (issuing a fixed penalty notice; a court referral) depending on the circumstances.
- 4.6 If a child is ill, the parent or carer should ring the academy to inform the academy and on return present a written note explaining the absence.
- 4.7 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, email or or voice message left on the **first day of absence**.
- 4.8 If no reply is received; the absence is counted as unauthorised. Two academy weeks are allowed for responses after the absence is starts.

5 WHAT HAPPENS IF ATTENDANCE IS LOW?

- 5.1 The school reviews the attendance of all pupils monthly. If the attendance of a pupil falls below **95%** the reasons for the absence are investigated and action taken.
- 5.2 Using discretion over the nature of the absence and the timeframe over which is recorded, the following actions will be considered and implemented on a case by case basis:
 - a A letter explaining the need for improvement
 - b A meeting (and further meetings as required) with the parent/carer to agree actions for improvement
- 5.3 If the attendance does not significantly improve, and attendance is below 85% a referral to the Educational Welfare Service will be made, at which point the parent may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.
- 5.4 If the child is below 5 years of age, the Executive Principal / Head of School will consider the situation and may decide to remove the place from the parent of a Reception or Nursery aged pupil.

6 LATENESS

- 6.1 The academy day starts at 8.55am and all academy doors are closed at 9.00am.
- 6.2 Pupils who arrive after 9am must enter the academy through the main entrance. They must then be signed into the late book.
- 6.3 Registers will close at 9.25am. Children who arrive after this time will be marked as 'U' (unauthorised absence).
- 6.4 The procedure for consistent lateness is the same as for absence – i.e. at **5%** lateness the actions to address the situation will be put in place, including implementing pupil consequences for persistent lateness for appropriate pupils.
- 6.5 Records of actions to address attendance and punctuality concerns are kept.

7 PROCEDURES

The following procedures take place:

- Registers are taken electronically, twice a day and coordinated with the late record kept on reception
- A log is kept for children who arrived late
- A log is kept for children leaving during the school day

8 COLLECTION AFTER SCHOOL

- 8.1 School finishes at 3.15pm or later dependent on year group and day.
- 8.2 The school will supervise the dismissal of pupils for 10 minutes after the dismissal time. After this their collection will be entered into the “Late Collection Book”.
- 8.3 The trigger to action is set at **10%** i.e. 3 times within a six-week block. If this occurs, the school may:
 - a request an appointment with the parent/carer.
 - b remove after school and breakfast club offers

Depending on the circumstances, the family may be referred to Social Services or other agencies for intervention.

- 8.4 As with punctuality and attendance, progress is reviewed each month.

9 REWARDS

A range of personal and class rewards are given for attendance.

10 EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.