



**Evelyn Grace
Academy**

Attendance and Punctuality Policy 2016/2017

Attendance and Punctuality

The Academy believes that excellent attendance and punctuality is needed in order for students to flourish and succeed. Not only is there a strong link between excellent attendance and academic achievement but studies have shown the links between excellent attendance and future careers prospects.

The Academy has the highest expectations for all students in maintaining excellent attendance on a daily basis and that we also have excellent punctuality to lessons during the Academy day.

The government has established a minimum target of 95% attendance to be achieved by all students. The government also believes that punctuality to schools and academies is critical and it underlines this belief by requiring schools and academy's to classify lateness as truancy.

The academy's thresholds for the year's attendance and punctuality is:

Attendance

	Attendance	Days absent during one Academic year
Outstanding	98%-100%	Less than 5 days absence
Good	95%-97%	Less than 10 days absence
Cause for concern	90%-94%	10+ days absence
Major cause for concern	Below 90%	19+ days absence

These thresholds are important. In an academic context, you might rightly consider a result of 95% to be good. In the context of attendance, it is not. To achieve 95% attendance, a student will have missed two weeks of education. This will have denied them access to a significant part of the curriculum in all their subjects and unless strenuous efforts are made to cover the work missed, is likely to result in underachievement in examinations. We, therefore, take the issue of attendance extremely seriously.

The Academy also uses Penalty Notices in the rare instances where, despite efforts made, there has been insufficient improvement in a student's level of attendance. Penalty notices can be issued as a result of the following circumstances:

- 10 days unauthorised absence within a three month period
- Unauthorised holidays
- Truancy sweeps
- Students found in a public place within first 5 days of an exclusion

Punctuality

In order to support improved punctuality to the Academy and lessons, we run a strict lateness monitoring system. Students who arrive late to the Academy within a week will incur the following consequence:

- Daily text message
- 1 late – 30 min detention

- 2 lates – 1 hour detention and letter home
- 3 lates – Saturday detention

Late detention will be held at either lunch time or the end of the day. Students will be notified if they are expected to attend. If poor punctuality persists, we may refer parents and student to our Education Welfare Officer.

We understand it is difficult to make medical or dental appointments outside of the Academy time and that some appointments may take all day. Therefore, lateness due to these appointments must be evidenced with a note; letter or appointment card from the appointment place. These will then be recorded as authorised absence.

What can parents do to support us in regards to attendance and punctuality?

- If your child cannot attend the Academy for any reason, you should ring the Academy on the first day of absence, stating the reason for absence and its expected duration. If the absence is to be longer than a day, you must contact the Academy daily. You will then need to provide your child with a note on their return to the Academy.
- If your child is absent from the Academy without an explanation, you will be contacted by the Academy and asked to provide a reason for the absence.
- Any absence which has not been classified is counted as unauthorised (this happens when a parent has not provided a note with a reason for the absence).
- Your child is expected to be punctual. Punctual to register means your child should arrive at the Academy by 8.25am to be in tutor time for 8.30am.
- A written explanation is required for extreme lateness to the Academy, such as a medical appointment, to avoid the lateness counting as an unauthorised absence for that session. Should your child have a dental or medical appointment, this should be made as late during the day as possible. If the appointment is in the morning, please ensure that your child receives a registration mark before attending the appointment, afterwards he/she should return to the Academy.
- If your child is late to or leaving the Academy he/she should always sign in or out via reception so we have a record of their whereabouts.
- Parents are expected **not** to book holidays during term time. Leave of absence is not automatically authorised and will only be granted by the Principal where there are exceptional circumstances. If there are exceptional reasons why a student needs to take time out of the Academy, you will need to apply **in writing to the Principal at least six weeks prior to the proposed absence**. Where such a request is refused, any absence from the Academy will be recorded as unauthorised and a penalty notice may be issued.

What will the Academy do?

- Contact parents on the first day of absence if no call has been received, this is because we have a duty to ensure your child's safety as well as their regular attendance
- Invite parents in for a meeting to discuss any attendance issues and to reiterate the importance of good attendance and zero lateness.
- Refer the matter to the Lambeth Council's Education Welfare Office if absence is unauthorised and falls below 90%.

Warning Letters

- Late to Academy - Parents will be sent a letter inviting them in for a meeting if your child is late to the Academy, arriving after 8.30am, on 2 or more occasions in any one week. If there

is no improvement and your child continues to be late to the Academy student will be asked to attend a detention, escalating to a Saturday detention and in the worst case parents invited to meet with the principal.

- Attendance - Any student with less than 90% attendance with unauthorised absence will be sent a warning letter and if no improvement is made then you will be referred to Lambeth services.

Ten days' absence

- We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

We are working hard as an Academy to ensure that our high academic results and excellent pastoral care are reflected in outstanding levels of attendance and punctuality. We look forward to working in partnership with you in order to ensure that this is indeed the case