



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.

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Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
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POSITIONING WITHIN ARK OPERATIONAL MODEL

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

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 Acton 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.

2. Aims

The aims of the Attendance Policy are:

- a) To raise the importance of good attendance in line with Ofsted requirements.
- 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 office 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.

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.
- b) Medical or education appointments.

4.2 If a parent knows in advance of absence due to an appointment, the academy office 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. The Director of Learning for each year group will follow up with phone calls 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 Assistant Principal/Attendance Officer/Directors of Learning review the attendance of all pupils weekly. If the attendance of a pupil falls, the reasons for the absence are investigated. Attendance is colour coded for each student for clarity and to inform next steps.

5.2 The reasons for absence are discussed in weekly meetings between the Assistant Principal/Attendance Officer/Director of Learning. If there are no extenuating circumstances the following procedure is instigated and communicated to Year group teams and SLT by the Attendance Officer:

- a) The Tutor will discuss reasons for absence with the child and encourage improved attendance. (Green)
- b) The Director of Learning will contact parent to discuss absence and encourage improved attendance. (Yellow/Brown)
- c) The Attendance Officer will write to the parent or carer. (Brown/Red – Warning Letter)
- d) If no improvement is seen the Director of Learning will request an appointment with the parent or carer. This will be arranged by the Attendance Officer (Red – Meeting 1)
- e) If no improvement is seen the Assistan Principal will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised. (Red – Meeting 2)
- f) If the attendance does not significantly improve, a referral to the schools Educational Welfare Officer/Lambeth Educational Welfare Service will be made. In non-improving situations a penalty notice may be served.

Ø See Appendix 1

5.3 If your child's attendance is unsatisfactory (below 95% or multiple short absences) you are at risk of a referral to the Education Welfare Officer and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

6. Lateness

6.1 The academy day starts at 8.25 and all academy doors are closed at 5.30

6.2 Pupils who arrive after this time must enter the academy through the main entrance. They must then be signed into the late book. Students arriving before late before 9am will be issued with a 45 minute detention; those arriving after 9am will be issued with a 90 minute detention.

6.3 Registers will close at 9.30. 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 Principal is informed by the Attendance Officer.

- a) Appointment made to see Director of Learning – one month is given for improvement.
- b) If no improvement is seen the Director of Learning 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 daily punctuality inspections at the academy gate where at least one member of SLT is on duty. Our Education Welfare Officer is sometimes involved in these.

8. How will this information be collated?

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

9. Pupil absence and extenuating family circumstance

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 academy office are late and should be marked as such, even if the register has not been taken yet.

11. Rewards and Sanctions

The class with the best attendance for the previous week is recognised and rewarded and presented with a cup in the whole academy assembly.

Children with 100% attendance are presented with a certificate at the end of each term/half term. Further prizes and awards may be presented for attendance.

Good attendance and improvements in attendance are celebrated in weekly Tutor sessions.

Sanctions in the form of detentions may be applied for persistent lateness.

APPENDIX 1 : PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:

1. Academies will notify the EWS of all cases where attendance has fallen below 90% in the preceding 6-week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures they have taken to bring this matter to the parent's/carer's attention.
2. The LA will produce an information letter for distribution to all parents/carers whose children have been identified as falling below 95% attendance at their respective academies. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.
3. Each pupil's attendance will be monitored for 15 academy days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.
4. Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.
5. Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using First Class post to the parent's last known address.
6. Following a change to advice issued by the DfES in recent months, Penalty Notices may now be issued to the parents/carers of all pupils registered at Ealing schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to families resident outside the area.

Withdrawal of Penalty Notices:

7. The LA will withdraw any Notices issued if:
 - a) It can be established that the Penalty Notice was issued to the wrong person.
 - b) The use of the Penalty Notice does not conform to the terms of the Protocol.
8. Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.
9. Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn Notice.

Payment:

10. Arrangements for payment will be detailed on the Penalty Notice.
11. A Penalty Notice shall be for the sum of £50 if paid within 28 days rising to £100 thereafter until the final deadline of 42 days.
12. Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.
13. Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

Non Payment:

14. Non payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.

APPENDIX 2: Attendance and Absence Protocol

Tutor

Conversation with Student (3-5 per week)

• **Strategies appropriate at this intervention level:**

- Show the tracker each week
- Provide details of conversation where relevant to the VP/DOL/Attendance Officer, to be discussed at next attendance meeting.
- Student planners could be used as a way of recording the conversation, and to make parents aware of attendance concerns.
- First instance of absence/98% +

Director of Learning

Conversation with Parent (5 per week)

• **Strategies appropriate at this intervention level:**

- Remind parent of procedures for reporting absence, including contacting the academy on the first day of each absence.
- Provide details of conversation where relevant for any members of staff involved in progress, to be discussed at next attendance meeting.
- 2nd instance of absence/96% +

Attendance Officer

Letter 1 (Attendance Concern)

• **Strategies appropriate at this intervention level:**

- Remind parent of procedures for reporting absence, including contacting the academy on the first day of each absence.
- Provide details of conversation where relevant to VP, DOL and Tutor, to be discussed at next attendance meeting.
- 3rd instance of absence/94%+

Attendance Officer and DOL

Letter 2 (School Meeting Invite)

• **Strategies appropriate at this intervention level:**

- Discuss student with Tutor, DOL, and VP prior to the meeting with the parent
- 4th instance of absence/Below 94%

DOL and Attendance Officer

Meeting 1 (Action Plan Meeting)

• **Strategies appropriate at this intervention level:**

- Complete an Individual Attendance Plan (IAP) with student, and set targets to improve attendance including a review date.
- Ask permission from parent to obtain medical evidence from a medical professional.
- Signpost to external agencies.
- 4th instance of absence/Below 94%

DOL and Attendance Lead

Letter 3 (School/Home Visit Letter Invite)

• **Strategies appropriate at this intervention level:**

- Review all previous interventions and actions in preparation for meeting.
- Discuss the appropriateness of legal action.
- 5th instance of absence/Below 92%

DOL and VP

Meeting 2 (Action Plan Meeting 2)

• **Strategies appropriate at this intervention level:**

- Use meeting template to record accurate information.
- 5th instance of absence/Below 92%

VP and Attendance Officer

Letter 4 (Legal Proceedings)

• **Strategies appropriate at this intervention level:**

- Prepare all relevant legal documentation and send to Local Authority.
- Alert the Principal and Governing Body where appropriate, in preparation for high profile case outcomes.
- 6th instance of absence/Below 90%