



# All Saints National Academy

## ATTENDANCE POLICY

### Policy Review

This policy will be reviewed in full by the Local Academy Committee on an annual basis.

The policy was last reviewed and agreed by the Local Academy Committee on 27/9/22

It is due for review on 27/9/23

(Up to 12 months from the above date).

Signature .....

Date .....

Principal

Signature .....

Date .....

Chair of Local Academy Committee

# **All Saints National Academy**

## **Children's Attendance and Punctuality Policy**

### **1. Ethos and Rationale**

- At All Saints National Academy we aim for all our pupils to achieve 100% attendance.
- Every child is important to and is valued by the academy.
- We work together with pupils and parents/carers to support each child to achieve the best possible attendance so to achieve the best possible outcomes.
- We stress the importance of punctuality to ensure that pupils arrive at the academy each day on time and ready to work.
- The academy has a commitment to providing the highest possible standard of pastoral care to support the duration of our pupils and this is harder to achieve if children have poor attendance/punctuality.
- Underpinning our work on attendance is the belief that if a child is not attending academy then they are not learning and not achieving their true potential

### **2. Aims**

- To ensure all pupils, staff, parents and the Governing Body are fully conversant with the academy policy on attendance and punctuality.
- To ensure that we protect children from the negative outcomes of poor attendance and support the full educational development of all children.
- To ensure that there are academy procedures in place to monitor pupil attendance effectively and that these are followed by all stakeholders resulting in good attendance and punctuality for all pupils.
- To ensure that all pupils receive their full entitlement to education throughout their school life through early intervention and the support of the academy and Educational Welfare Service procedures and practice.

### **3. The Academy Day**

- Doors will be open to pupils at 8.45am. This gives the children the opportunity to complete their SODA (start of the day activity) and be ready for learning.
- End of registration is 9am, any children arriving after this time the code will be L, and this is counted as a present mark.
- These doors will close at 8.55am at which time latecomers will need to come through the main reception.
- Registers close at 9.05am after which, all children will receive a U code which is an unauthorised absence in line with statutory coding regulations.
- The normal school hours are:

Year Group	Doors open	Doors close	Gates open	School finishes and children need to be collected by:
Reception	8.45am	8.55am	3.10pm	3.15pm
KS1 Year 1 & 2	8.45am	8.55am	3.15pm	3.15pm
KS2 Y3, 4, 5, & 6	8.45am	8.55am	3.15pm	3.15pm

#### **4. Registration procedures**

- Registers are a legal document. They must be filled in at the start of each morning by 9.05am and afternoon session by 1.05pm
- Notification of a child's absence is completed via a telephone to the academy office from 8.15am onwards. If a reason for absence is not provided and the staff cannot make contact via the first day absence call, then parents will receive a letter to provide a reason or this will be coded as an unauthorised absence.
- Children arriving at school after 8.55am will have to enter through the main reception and will be officially marked as late. Reasons for their lateness will be recorded.

#### **5. Monitoring attendance**

The Academy Staff, through the Administration Team and Safeguarding and Attendance Officer will:

- Enter codes for absent children.
- Record any telephone messages relating to absent children on the absence sheet.
- Sign out children to parents collecting them from the academy for medical reasons or other reasons approved by the Principal.
- Telephone parents of children who are not in the academy where no message has been received.
- Follow up with a text message asking parents/carers to contact the academy if unable to speak over the telephone
- Track attendance on a daily, weekly and half termly basis and assist the Head of School with monitoring the punctuality and attendance figures for individuals, groups, cohorts and the whole academy.
- Bring the register, late book and pass out book to the assembly points in the event of an emergency evacuation
- Pass extended leave request forms to the Head of School and process the necessary paperwork required in dealing with this process.
- Ensure attendance information and tracking is kept up to date and half-termly caseloads collated.
- Track holiday requests and ensure the appropriate paperwork is completed.

- Meet with the Educational Welfare officer every week to discuss attendance issues, referrals, warning letters, home visits etc.

#### **The Class Teacher will:**

- Mark the register noting any children who are absent at the beginning of the morning and afternoon sessions and send these promptly to the administration team.
- Alert the Safeguarding Officer to any pupils who are absent where children are considered a concern
- Where possible, talk to parents at the door to establish whether reasons given are both valid and acceptable. Highlight concerns to parents about the impact of poor attendance and punctuality on a child's achievement, both at informal meetings and at parent consultations.
- Encourage pupils to aim for the target of 100% attendance for their class each week.
- Praise those who are improving or have very good attendance via the attendance reward initiatives, non-uniform days, certificates etc.
- Ensure that the children take home any letters relating to attendance.

#### **Family Support Worker will:**

- Discuss all attendance issues and individual cases at weekly attendance meetings.
- Be aware and informed by data of the patterns of attendance and punctuality within their phase.
- Challenge teachers if absence is regularly authorised/low attendance is occurring.
- Advise class teachers on an appropriate course of action regarding rewarding attendance and/or referring attendance concerns.
- Contact parents regarding their children's attendance and/or punctuality
- Attend meetings with parents to discuss attendance and put in any necessary support plans

#### **The Head of School will:**

- Monitor the attendance of individual pupils, cohorts and the whole academy and address any concerns in consultation with staff, LAC Members and appropriate outside agencies.
- Report to the LAC on the results of the monitoring and any action taken via the Principal's report.
- Issue rewards for good attendance over a term.
- Ensure that children's attendance is included in their academy reports and include a comment on this where appropriate.

#### **6. Working with parents**

- All parents will be asked to sign a home-academy agreement at the start of each year.
- Attendance news will be shared with parents on the termly newsletter.
- The academy attendance policy will be placed on the website for parents' information.
- Parents will be invited into school to discuss attendance or punctuality concerns when the need arises.
- Class teachers will be available to see parents at the end of the academy day to discuss any attendance/punctuality issues.

- Parents will be sent an attendance warning letter when pupil attendance drops to 95%.
- If a child's attendance drops to 92% they are automatically added to the EWO caseload.

## **7. Types of absence**

### **Authorised absence**

- Only the Executive Principal or Head of School can authorise absence. Parents can explain absence, not authorise it.
- Absence will be authorised for the following reasons:
- Illness –if absence is prolonged the Head of School will not authorise the absence without medical evidence. (At 93%)
- Unavoidable medical appointments which should be supported by official medical documentation.
- Recognised religious observances.
- To attend a funeral.
- A traumatic family event.

### **Unauthorised absence**

The Executive Principal or Head of School will not authorise absences for reasons such as the following:

- Unauthorised term time holidays
- Parent/sibling illness or medical appointments
- Shopping
- Birthdays
- Looking after other family members
- Wet weather
- Car breakdown
- Getting up late
- Unwillingness to attend
- Unapproved sporting events

## **8. Extended Leave**

- All Saints National Academy will follow Local Authority Guidance regarding policy and practice on extended leave and holidays in term time.
- The academy has adopted a zero tolerance policy on extended leave and holiday absence. A parent MUST complete a standard form requesting leave in term time if they wish to apply for it for their child. Permission for authorised leave will not be given unless there are very exceptional circumstances. (As stated on the application for Leave of Absence form).
- Upon completing a request form a parent will be provided with details of the Local Authority stance on extended leave and holidays in term time. This will be accompanied by a letter from the Executive Principal or Head of School refusing the request. Copies of these will be sent to the EWO team who will contact the family to inform them of the fines if they take their children out.

- If a family does take extended leave without permission they are liable to a Local Authority fine of £60 per parent per child. After 28 days of non-payment this increases to £120 per parent per child. After 42 days of non-payment the family will face prosecution.
- For these fines to be actioned there must be a minimum of 9 days absence due to a holiday.
- If a child has not returned 20 days after the date that was stated on the original request form then the child WILL be taken off roll.