

# The Whitley AP Academy

## Attendance and Punctuality Policy



**The Whitley  
AP Academy**

<b>Name of Policy Writer / Amendments</b>	<b>Date Written / Amended</b>	<b>Next Review Date</b>
Rachel Adams	January 2019	January 2021

## **Context**

The school is committed to ensuring that pupils and parents / carers understand the importance of high attendance. Attendance in school is incredibly important for academic and social development. School also have a responsibility to make sure that pupils are safe. At The Whitley AP Academy, we aim to create a secure, stimulating and caring learning environment to ensure all our pupils want to attend school.

## **Aims**

- To maintain high levels of attendance and punctuality across the school, significantly above local and national averages for Alternative Provision settings.
- To work with parents / carers and outside agencies to ensure individual student attendance is as high as possible, supporting and challenging where needed.
- To regularly monitor attendance patterns so that the school can put appropriate interventions in place to support young people.

## **Approach**

At The Whitley AP Academy, we have strategies in place for monitoring attendance and supporting students to maintain and achieve excellent attendance. These include the identification of poor attenders and / or concerning patterns of non-attendance for referral to the Deputy Headteacher. Rewards for attendance are given on completion of The Twenty Day Attendance challenge.

## **Components**

- Deputy Headteacher with responsibility for attendance and punctuality
- Administrative support
- Electronic registration – SIMS
- Texts / follow up phone calls
- Weekly attendance meeting
- Home visits
- Pastoral support for identified students
- First day calling procedure
- Rewards for good attendance

## Practice

**Student absence will be recorded as unauthorised when the school is not satisfied with the reasons for the absence.**

- Registration marks are taken every lesson. Morning registration is 9.00am and afternoon registration is 12.20pm.
- Pupils arriving late to The Whitley AP Academy will be marked as 'L' on the register and will be issued with a detention after school on the same day. Pupils need to understand the importance of punctuality and make up the lost learning time.
- In exceptional circumstances, such as severe weather or public transport disruptions, sanctions are at the discretion of the school.
- Parents / carers are expected to notify the school of a pupil absence. In the case of illness parents / carers should phone the school on the first day of absence and then each day thereafter.
- The Whitley AP Academy will contact parents / carers on a daily basis - text, phone call or home visit - if they fail to inform the school of an absence. Following the first day calling procedure if parents / carers cannot be contacted school may ask police to carry out a welfare check. The school must always be made aware of the reason for a child's absence as both safe-guarding and educational well-being are priorities.
- The Whitley AP Academy will contact Children's Social Care on the same day for any child with a child protection plan.
- If a parent / carer knows a child is going to be absent from school a written request should be addressed to the Headteacher in advance. A request such as this will only be granted in exceptional circumstances, at the discretion of the Headteacher.
- Medical appointments should be made outside of school hours wherever possible, if this cannot be arranged evidence of the appointment must be provided. If granted, this absence will be recorded as authorised using the 'M' code.
- For a day allocated *exclusively* for religious observance pupils will be granted one day for each occasion with a maximum of three days over one academic year. These absences will be recorded as authorised using the 'R' code.
- For periods of time when Traveller families are known to be in transit for occupational purposes, these absences, if granted, will be recorded using the 'T' code.
- Code 'G' will be used for unauthorised holidays. Where holidays are taken during term time, the school will respond with a fixed term penalty notice from the Local Authority.
- Code 'N' will be used when parents have not yet provided the school with a reason for an absence.
- Code 'O' will be used when no satisfactory reason for a pupil's absence has been provided **and where the pupil's attendance is below 90% and no medical evidence has been provided.**

## Leave of absence during term time and personal circumstances

It is a government priority to improve school attendance and ensure schools tackle all forms of absences. The government takes attendance very seriously because there is clear evidence that an absence from school can and does impact on children's attainment.

Following amendments in 2013 to the Education (Pupil Registration – England) Regulations 2006. Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Affordability of holidays will not be accepted as a valid reason for absence during term time.

Personal circumstances – parents / carers are asked to inform the school, in writing with supporting evidence, of any exceptional personal circumstances which impacts on attendance. Where an authorised medical condition exists, which prevents access to the school site, the school will endeavour to provide a range of support in order for learning to continue.

Where a pupil's absence is unauthorised, such as where a child is taken out on a leave of absence during term time without the school's permission, currently the Education (Penalty Notices, England) Regulations 2007 set out that each parent will be fined £60, which must be paid within 28 days rising to £120 if not paid within this time. If the fine is not paid, parents / carers will be prosecuted.

The Whitley AP Academy takes its duty seriously to safeguard the welfare of all its pupils. Unexplained absences and a lack of contact from parents / carers cause us concern and lead us to involve other agencies such as the police and the education welfare service.

Where a pupil is failing to attend school an attendance plan will be drawn up in consultation with parents / carers, external agencies and the Education Welfare service.

### How good is your child's attendance?

	% Attendance	Days Lost	
Outstanding	100	0	
Good	96 - 99	2 - 8	
Satisfactory	94 - 95	10 - 12	2 school weeks of learning lost
Unsatisfactory	90 - 93	14 - 20	Up to 4 weeks
Your child is now classed as persistently absent			
	85 - 89		
Letter to parents and Home Visit			
EWO involved	76 - 84		8 weeks + of lost learning
Legal proceedings	Below 76		12 weeks + of lost learning

**EVERY DAY COUNTS!**