



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 Elvin 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/Vice 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's reception and/or attendance team 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 each child will be required to complete a return to school form. 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 scan/photocopy and upload for our pupil records.

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.

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.

4.6 If we have not been able to reach a parent/carer on the third day of a pupil's absence, we will make a report Child Missing Education (CME) report to the Brent Educational Welfare Service.

5. What happens if Attendance is unacceptable

5.1 The Principal/Vice Principal/Attendance Lead & Attendance Officer review the attendance of all pupils monthly. If the attendance of a pupil falls below 95% the reasons for the absence are investigated.

5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:

- a) The Attendance officer will write to the parent or carer. The situation is reviewed at the next month's check.
- b) If no improvement is seen the Vice Principal/Attendance Lead will request an appointment with the parent or carer. The situation is reviewed at the next month's check.
- c) If no improvement is seen the Vice Principal will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.
- d) If the attendance does not significantly improve, a referral to the Educational Welfare Service will be made. In non-improving situations a penalty notice may be served

5.3 If your child's attendance is unsatisfactory (below 90%) you are at risk of a referral to the Education Welfare Officer and may be liable for prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

6. Lateness

6.1 The academy day starts at 08:30 and all academy doors are closed at 08:27

6.2 Pupils who arrive after this time must enter the academy through the student services. They must then be signed in electronically.

6.3 Registers will close at 09:00 Children who arrive after this time will be marked as 'U' (unauthorised absence). Any child receiving five U's in any half term may be referred to the Brent Educational Welfare Service for a Fixed Penalty Notice.

6.4 Reporting your child's lateness does not mean they will not be given a late sanction. It is at the school's discretion whether the reason is valid or not. For example, over-sleeping or tiredness are not considered valid reasons for lateness. Equally, pupils arriving late because of a medical/dental appointment that the school was not aware of (at least 24 hours in advance) can be sanctioned for lateness. If an emergency appointment is arranged, the school must be notified immediately by email or phone. You may email the Attendance Officer, Form Tutor or Head of Year. Alternatively, you can leave a message with the school's

receptionist or on the absence line. A pupil will be given a late sanction if we did not receive prior notification.

6.5 The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the Vice Principal is informed by the Attendance Officer.

- a) Appointment made to see Education Welfare Officer – one month is given for improvement.
- b) If no improvement is seen the Education Welfare Officer will request another appointment.
- c) If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.

6.6 “Cause for Concern” registers for absence and punctuality are kept.

7. Punctuality Inspection

We also do sporadic punctuality inspections at the academy gate. 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. It is mandatory for all staff to take the pupil register within the first 5 minutes of every lesson.

Children entering the school via the student services after 8:27 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 and/or attendance certificate in their year group 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.

Pupils who arrive after 08:30 will sit a 30-minute correction. Pupils arriving after 09:00 will sit a 60-minute correction.

Further sanctions may be applied for persistent lateness.