



Ark All Saints
Academy

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 scholars 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 scholars 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 All Saints Academy takes the responsibility to monitor and promote the regular attendance of all its scholars 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 maintain good punctuality.
- d) To provide support, advice and guidance to parents
- e) Promote opportunities to celebrate and reward scholars for attendance and punctuality achievements.

3. Guidelines

There is clear evidence that academic success is linked to attendance; the greater the attendance, the greater the likelihood of academic success. Put simply – you have to be in it to win it!

Any absence affects the pattern of a child's education and regular absence will have a serious and detrimental effect on their learning, rate of progress and overall attainment.

3.1 Reasons for absence

Parents and carers are asked to contact the academy office by phone, email or in person if their child needs to be absent from the academy. The Academy needs to be informed by 8.30am on the day of the absence.

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 scholars 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. Arriving late and after the register has closed is also an unauthorised absence.

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 scholars 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 by 8.30am. The parent or carer is expected to contact the school by 8.30 on every day of absence.

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 your child is absent and returns to school with medicine prescribed by the doctor, we expect written evidence and we will need to speak to the parent before administering any medication.

5. What happens if Attendance is unacceptable

5.1 The Academy reviews the attendance of all scholars weekly. If the attendance of a pupil falls below 96% this is recorded as an attendance concern.

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

- a) The Academy will write to the parent or carer. The attendance will continue to be reviewed.
- b) If attendance continues to decline, the parent will be invited in for an attendance meeting.
- c) If no improvement is seen a letter will be sent informing the family that they are at risk of referral to the EWO.
- d) If the attendance does not significantly improve, a referral to the Educational Welfare Officer 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%) 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 8.30 and all academy doors are closed at the end of the day, once after hours and intervention have ended. No scholars should be on site after 5.30pm. All scholars are expected to be onsite by 8.20 at the latest.

6.2 Scholars who arrive after this time must enter the academy through the main entrance. They must then sign in using the InVentry sign in system.

6.3 Registers will close at 8.50 Scholars who arrive after this time will be marked as 'U' (unauthorised absence).

6.4 The procedure for consistent lateness is the same as for absence and is monitored weekly.

- a) Once referred to the Education Welfare Officer a target for improvement will be set and the scholar will be expected to meet this.
- b) A penalty notice may be served if punctuality does not improve.
- c) Attendance cause for concern minutes are recorded weekly.

7. Persistent Absence

A scholar becomes a persistent absentee when attendance falls to 90% or below. Our Education Welfare Officer is always involved with persistent absentees.

8. Pupil absence and extenuating family circumstance

If parents or carers need to remove their child from the academy for any reason, they must make their request to the Principal in writing. 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.

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

Scholars with 100% attendance enter a draw for a pencil each week to be presented by the Principal. Scholars with 100% attendance will also be awarded with certificates and enter in the end of term draw for a larger prize.

Support work with a behaviour coordinator may be for persistent lateness or persistent absence.

APPENDIX 1 : PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:

1. Academies will notify the EWO 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 scholars 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 scholars 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 scholars'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 : Examples of stakeholder responsibilities relating to attendance:

The following lists contain examples of key responsibilities, to be undertaken by the listed stakeholders, in the order to facilitate the implementation of the Ark All Saints Academy Attendance Policy. These lists of responsibilities are not exhaustive and should serve to inform aspects of other documentation relating to attendance, such as a 'home academy agreement'.

Teaching staff responsibilities relating to attendance

1. When the scholar returns from an instance of absence the 'pastoral tutor' should:
 - Have a conversation with the scholar related to the reason for absence
 - Discuss with the Pastoral Director if there are concerns relating to the reason for absence or the level of attendance overall
2. When the scholar returns from an instance of absence the 'teacher' should:
 - Be aware of the instance of absence
 - Welcome the scholar back to the lesson
 - Provide the scholar with additional work to enable them to catch up on the learning time that they have missed
3. Parental responsibilities relating to attendance
 - Ensure that their child attends Ark All Saints Academy every day and on time, unless they are too ill to come to the academy or there are exceptional circumstances
 - Never take scholars out of the academy for any appointments during term time that they have control over
 - Never take scholars out of the academy for day trips or holidays during term
 - Contact the academy as soon as possible on the first day of absence, explaining the reason and call again each day the scholar remains off school.
 - Contact the academy should circumstances related to absence change (such as an illness leading to prolonged absence) before 8.30am on each day of absence
- 4.. Scholar responsibilities relating to attendance
 - Attend Ark All Saints Academy 100% of the time
 - Go directly to the academy in the morning and be ready to learn by 8.20am every day
 - If they are late in the morning, they must sign in
 - If they are late in the morning without a valid reason they must expect and attend a correction
 - If you are repeatedly late to lessons you will have an SLT detention on Friday evening
 - If they are absent from the academy for any reason they must bring a note which explains the reasons for absence and hand it to their 'pastoral tutor' upon their return

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5.. Practical measures taken by the academy

- A daily update will be sent to all staff with clear information about attendance and punctuality for that day
- The EWO will work with the pastoral and provision teams on a weekly basis to review attendance
- The EWO, Pastoral and Provision teams will conduct attendance meetings as appropriate with the families of scholars whose attendance falls under the acceptable threshold
- The Attendance Lead will regularly review vulnerable groups to look for patterns and take action as required
- Impero will be used to record all attendance concerns and minutes of meetings
- The Attendance Lead will regularly update SLT and the Principal regarding attendance matters