





# Attendance & Registration of Pupils Policy

Date Created:	September 2014
Last Review:	March 2017
Reviewed by:	
Approval Date:	4/5/2017
Approval By:	
Next Review	September 2018

## 1.0 AIMS

- 1.1 To encourage all scholars to achieve maximum attendance.
- 1.2 To encourage all scholars to be punctual to the academy and to lessons.
- 1.3 To monitor attendance in the morning and afternoon as well as individual lessons throughout the day.
- 1.4 To ensure that parents/carers are contacted according to established procedures.
- 1.5 To improve attendance and lower unauthorised absence.
- 1.6 To continue to develop a system of rewards that recognise and celebrate good attendance and punctuality.

## 2.0 PRINCIPLES

- 2.1 CUL Academy Trust Ltd is committed to ensuring excellent attendance.
- 2.2 Regular academy attendance is vital if scholars are to benefit from the experiences which the Academy offers them. Absenteeism leads to under achievement and can lead to crime.
- 2.3 Scholar attendance is the key to raising educational achievement and to enhancing future life opportunities.
- 2.4 Excellent school attendance is achieved from the partnership between the Academy, parents/ carers and other outside agencies such as the Integrated Family Support Team, Behaviour support and social services. Whilst the legal obligation for attendance lies with the parents/carers it is the responsibility of the Academy to support the parents/carers to encourage regular attendance.
- 2.5 Attendance is an aspect of achievement. Employers and other reference seekers value attendance and punctuality as an indication of reliability.
- 2.6 To meet these principles CUL Academy Trust Ltd will establish an effective and efficient system of communication with parents/ carers to provide mutual information, advice and support.

### **3.0 THE LAW**

3.1 By law all children of compulsory school age (5-16yrs) must receive full time education. Parents/ carers are responsible for ensuring that this happens by registering their child at a school or by making other legal arrangements to provide an education.

### **4.0 REGISTRATION PROCEDURES**

4.1 The accurate and prompt recording of scholar attendance is essential. Attendance is marked by form tutors twice per day (am and pm).

4.2 Every half day absence from the Academy will be classified by the Academy as either authorized or unauthorised.

4.3 CUL Academy shall contact any parent /carer (who has not informed the Academy of their child's absence) on the first morning of absence. The Administratio Manager shall arrange for parents to be contacted using the 'Keep Kids Safe' procedure

4.4 CUL Academy shall use the procedures in place to resolve unexplained absences.

4.5 CUL Academy's statistics are reported to the Governing Body and Local Authority at least annually and additionally on specific request from Governors or officers of the Local Authority.

4.6 The attendance/absence codes are those directed by Birmingham Local Authority. (Appendix 1)

### **5.0 FACTORS ATTENDING ATTENDANCE**

5.1 Form Tutors should be aware of factors that can affect scholar attendance. Scholars that raise concern should be reported to the Deputy Head or Principle Designate.

5.2 Factors that can affect scholar attendance:

1. Peer relationship problems
2. Problems with lessons, falling behind with work
3. Poor option choice, non-exam entry
4. Problems at home
5. Bullying

### **6.0 DISRUPTION OF SCHOOL ROUTINE**

1. Training Days can affect academy attendance in the following days.
2. Work Experience can affect academy attendance in the following days.
3. Religious observance can cover a longer period than agreed.

## **7.0 EXTENDED LEAVE OF ABSENCE**

7.1 A number of scholars take holidays or visit relatives abroad during term time. Term time holiday or visits overseas are generally not allowed and may only be authorised by the Principal. Information for Parents/ Carers outlining their legal responsibilities regarding attendance and highlighting the negative impact on educational progress and achievement is made available to all parents/carers

## **8.0 REINTEGRATION OF LONG TERM ABSENTEES**

8.1 A small number of scholars miss long periods off school and their transition back to fulltime schooling can be difficult. The return of any long term absentee needs careful planning and may require a phased return. The Principal in consultation with the Assistant Head teacher shall organize a timetable which is manageable for the scholar. Staff should make the scholar welcome and be supportive. It may take time for scholars to renew friendships, catch up with work and develop the school habit.

## **9.0 DUTIES AND RESPONSIBILITIES**

Excellent attendance requires the support of all associated with the Academy - scholars, parents/carers, staff, governors and outside agencies.

### **9.1 GOVERNORS**

To maintain an interest in attendance and encourage target setting. Ensure that targets are met and to review the success of the attendance policy.

### **9.2 PRINCIPAL**

To ensure that attendance remains high profile and that governors, staff, parents/carers and scholars are all aware of the importance placed on good attendance.

### **9.4 FORM TUTORS**

To mark registers in the morning and afternoon and to secure reasons for absence from parents/carers. To maintain and check attendance patterns and report to Deputy Head scholars who have poor attendance.

### **9.5 SCHOLARS**

To attend at all times and be punctual. To ensure that they receive their mark and bring notes to explain absences as required.

### **9.6 PARENT/CARER**

To ensure that the child attends school every day. To inform the Academy at the earliest possible time of the reasons for and the expected length of absence. To provide a written and dated note on return from absence.

### **9.7 INTEGRATED FAMILY SUPPORT TEAM**

Integrated Family Support (IFS) workers offer early support to improve scholar attendance. Scholars/families are referred by the Academy using the Common

Assessment Framework (CAF) and a named family worker is identified as a point of contact. The IFS's worker works with the family to ensure that the child(ren) do well at school, improve and maintain good attendance.

### 9.8 Vice Principal

To ensure that the actions outlined in the Attendance Policy are carried out and that the Inclusion Manager completes formal referrals to Integrated Family Support Team on targeted scholars.

## 10.0 REVIEW

This policy was adopted for full implementation on March 2017

This policy will be reviewed by the Governing Body on an annual cycle and must be signed by the Chair of Governors and the Principal.

Signature of Chair of Governors	Signature of Principal 
Date:	Date: 04.05.17

## Appendix 1

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

#### KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances