



Attendance Policy

Review Date December 2016

Signed by:

ATTENDANCE AND REGISTER OF PUPILS POLICY

1. INTRODUCTION

CUL Academy is committed to ensuring that all pupils achieve the highest possible attendance.

We believe that the promotion of good attendance is an integral part of the overall pastoral care across the Trust

We aim to ensure that:

- Attendance and punctuality are highly valued by all members of staff and that this is regularly reinforced by the Senior Leadership Team of the Academy
- Children who attend regularly and achieve very good or excellent attendance (95%+ or 100%) are rewarded with prizes and certificates as appropriate
- Pupils who are late or have been absent are told that they have been missed and what it means for them and others
- Clear procedures and practices are established with good channels of communication
- Attendance is regularly monitored and data is collected and analysed and used to set or revise targets for improvement
- Pupils who are absent will have work adapted to help them catch up and to minimise problems on return to school if the absence extends over a long period
- Parents are contacted at an early stage whenever there is cause for concern and offered support and an opportunity to discuss any problems

2. REGISTRATION

The online register is completed manually by Business Support at the beginning of every morning and every afternoon session.

This electronic registration offers increased security for attendance data by storing information in a password protected site. The administrator's responsibility is to check for inaccuracies.

Paper registers and an excel database are provided to ensure that a back-up system is in place.

3. THE LAW

By law all children of compulsory school age 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. Failure could lead to the Local Authority taking legal action against that parent/carer.

4. REGISTRATION PROCEDURES

The accurate and prompt recording of student attendance is essential.

Every half day absence from the Academy will be classified as either authorised or unauthorised.

Authorised Absences are mornings or afternoons away from school for illness or other unavoidable cause.

Unauthorised absences are those which the Academy does not consider reasonable and for which no 'leave' has been granted. This includes keeping children off school unnecessarily, truancy, absences which have never been properly explained and children who arrive at school late

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- Holidays taken in term time without the consent of school

Parents are contacted on the first day of absence if they have not informed the Academy of their child's absence.

5. MONITORING AND FOLLOW UP

Data arising from registration may be used to monitor patterns of lateness and absence across the Academy to identify trends in relation to, for example gender, various groups, any half termly patterns and of course any individual pupils. This information needs to be easily available to the appropriate people within the Academy including; the Principal and Class Teacher in order to plan effective responses and then set targets for improvements. The Academy to the Board each term, in order that they can work together in planning and setting targets for the improvement of attendance rates. The Academy is required to publish data in reports to the Trust Board.

6. EXTENDED LEAVE OF ABSENCE AND LEAVE IN TERM TIME

A number of families request to take holidays or visit relatives abroad during term time. Term time holiday or visits overseas are only rarely granted and only then in exceptional circumstances and may only be authorised by the Principal. Information for Parents and Carers outlining their legal responsibilities regarding attendance and highlighting the negative impact on educational progress and achievement is made available to all parents/carers. Taking holidays or visiting relatives during term time without the express permission of the Headteacher will be regarded as unauthorised absence.

Registration and Late Arrivals (Morning)

Students should be in school by 8:30 am (This does not mean arriving at 8:30 am)

Staff will be record students who arrive after this time. **State what sanctions are used to discourage student arriving late for school e.g. If a student is late more than 3 times in a week (including PM registration) they will serve detention or a period of time.**

Registers will be called promptly at ??? am and at ??? pm.

If a student fails to arrive before the registers are closed, he/she will be marked as 'absent'. Students who arrive after the registers have been closed should report to reception and sign in.

7. POLICY, ADOPTION, MONITORING AND REVIEW

This policy was considered and adopted by the Academy Board in line with their overall duty. Parents / Carers will be issued with a hard copy of this policy upon request. It will also be made available to Parents / Carers via the Academy's website.

The board will review this policy annually prior to the start of the academic year to ensure attendance and registration procedure remain the same but may adopt any amendments outside of this timeframe in accordance with any new legislation or guidance.

FIXED PENALTY NOTICES

We follow the County Policy with regards to the use of fixed penalties. This means that if a student's attendance does not improve after we have taken steps as a school to discuss this with your child, yourselves and the Education Welfare Office, steps may be taken to issue a fine (fixed penalty notice) or instigate Court proceedings.

Date of next review: December 2016