

What to do... Attendance

Daily attendance

It is essential that all students arrive at the academy in plenty of time to organise themselves for the start of their day. The academy opens for students at 7.00am to work in supervised areas. Breakfast is served in the canteen from 7.45am and is **free to all students and staff.**

All students must arrive at school before 8.15am. If a student is late they will incur a late mark and a punctuality correction. This is to ensure all students are able to go to their lockers, collect their belongings for period one and two and be ready for the start of Morning Meeting. Students must be sat down in their morning meeting area, ready to learn when the music finishes at 8.18am. If a student is late they will incur a late mark and a punctuality correction.

Outstanding attendance is everyone's responsibility

The Academy will:

Reward good attendance and punctuality.

Intervene when poor attendance/punctuality becomes a problem and before it becomes a habit.

Deal sympathetically with any problem a student may have which is causing attendance/punctuality to decline and always stay in regular contact with parents/carers.

Automatically involve the Local Authority when all other intervention has failed.

Automatically involve the Local Authority when parents take their children on unauthorised holidays during school time.

Parents/carers will:

Ensure their children to attend the Academy daily, be punctual and inform the Academy immediately if their child is absent.

Inform the Academy in advance of any hospital appointment unavoidably scheduled during school time via the 'Request for Medical Leave of Absence' form which is available from the Home Link Officer.

Inform the Academy of any problems which might affect their child's attendance.

Cooperate with the Academy if their child's attendance/punctuality is unsatisfactory.

Make requests for special leave of absence for their child during term time by completing an 'Application for Leave in Exceptional Circumstances' form which is available from the Home Link Officer.

Students will:

Attend the Academy every day unless prevented by a specified illness or unavoidable circumstances.

Arrive to the Academy and lessons on time every day.

Absence

If your child is ill or off school families must:

- call the school that morning, before 8.30am
- leave a message on the answerphone, using option one, if the office is not open
- call the school for any subsequent days of absence, before 8.30am

If you fail to let the school know of the reason for a student's absence, it will go down as an unauthorised. Where we have not heard about a student's absence from a family member, we will call home and/or text to try and ascertain the whereabouts of the student. We may if required conduct a home visit.

After three days of absence, a member of Academy staff may conduct a home visit and offer to bring work home. This is to support families and to try and minimise the impact of prolonged absence from school as every day of missed learning is a learning opportunity wasted.

Social Services will be contacted by a member of the Safeguarding team on the first day of unexplained absence for any child with a Child Protection Plan.



Leave of absence

Any routine medical appointments must be made outside of school hours. Where an emergency appointment is necessary, families must:

- obtain a leave of absence form from reception
- notify the academy as soon as possible
- bring the student back to school in a timely manner
- obtain evidence of the appointment (e.g. appointment slip / text message) and give to Miss Botka (Home Link Officer)

The government states that a student may be taken out of the academy during term time for exceptional circumstances only and never for more than five days.

If exceptional circumstances occur:

- obtain a leave of absence form from reception to request permission
- submit the form **one month** in advance of the planned absence
- meet with the Home Link Officer and Vice Principal to discuss the absence
- obtain evidence of travel (if overseas) e.g. plane tickets

Permission will be granted only in exceptional circumstances and is at the discretion of the Principal. After any prolonged absence, a return to school meeting will be requested with parents and the Principal.

Any extended absence from the Academy will be counted as unauthorised and can lead to a fixed penalty notice from the Local Authority. In order to avoid personal opinion and to ensure complete fairness for all, we refer all planned leave of absence to the authority.

If prolonged absence for holiday occurs, a student is in danger of losing their place at the Academy.

Religious leave of absence

The academy grants the statutory leave of absence of up to two days in order that students can observe important religious festivals. A request for a religious leave of absence can be obtained directly from reception in the form of a letter with a reply slip, which parents need to complete and return.

Attendance monitoring

The behaviour and attendance officer closely monitors the attendance of all students at the academy and acts accordingly should student attendance become a concern. Our attendance target is 97% and any attendance below that will incur a level of intervention to support students and families. The below table shows the level of monitoring families can expect:

Category	Level	Action	% Attendance	Weeks per year	Days per year	% Chance of attaining 5 Grade 5-9 / meeting ARE
100% attendance	Level 1	Random Rewards Positive praise	100	0 days	0 days missed	94.8
Excellent attendance	Level 2	Positive praise	98 – 99.99	3 days	3 days missed	
Risk of underachieving	Level 3	Text home informing family that student attendance has fallen to 97	97 – 97.99	1 week	5 days missed	74.3



Category	Level	Action	% Attendance	Weeks per year	Days per year	% Chance of attaining 5 Grade 5-9 / meeting ARE
	Level 4	Phone call home from Form Tutor or Home Link Officer.	95 – 96.99	1.5 weeks	7.5 days missed	
Serious risk of underachieving	Level 5	Letter sent home Meeting with HOY to discuss attendance and support	93 – 94.99	2.5 weeks	12.5 days missed	60.4
Severe risk of underachieving	Level 6	Serious risk letter sent home Meeting with Education Welfare Officer	90 – 92.99	3 weeks	15 days missed	34.7
Extreme risk of underachieving	Level 7	SLT attendance meeting. Support from Education Welfare Officer. Attendance plan put in place and reviewed 6 weekly	89.99 and below	3.5+ weeks	17.5+ days missed	26.7

