

Attendance Policy

Responsible officer: S Morrison

Principal: R Denial

Ratified By: Governing Body

Review frequency: Annual

Date reviewed: 12 September 2014

Next Review Date: 12 September
2015

Ratified: September 2013

Philosophy

We believe that attendance and punctuality at the Academy is vital to the well being and future prospects of all our students. Attendance and punctuality is intrinsically linked to our Academy strategy for raising achievement. Every day of education matters and students who are persistently late or absent will undoubtedly have gaps in their learning which will impede their progress and academic achievement. This policy provides the framework within which all staff, parents, carers and pupils can contribute to the development and maintenance of high attendance and punctuality.

Aims and objectives

- To improve the overall percentage attendance and reduce unauthorised absence by implementing procedures to follow up on non-attendance
- Ensure that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and on time and what constitutes an authorised and unauthorised absence
- Support pupils who have been experiencing any difficulties at home or at school which are preventing good attendance
- To create a rigorous system for monitoring and analysing attendance across the Academy
- To provide support and advice to parents
- Form tutors and teachers to raise the profile of good attendance and monitor the attendance of students allocated to their subject areas

Absence

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends school on a regular and full time basis. Every half day absence has to be classified by the Academy as either authorised or unauthorised. The Academy must record the reason for any half day absence. Unauthorised absence such as truancy will lead to sanctions being taken against students.

Parents are requested to advise the school of a reason on each day of absence and provide a note upon their return. Medical evidence will need to be provided after 2 days of absence through illness during each academic year. This illness can be either consecutively or on separate days. All medical appointments should be made outside of school hours whenever possible. If the school is not provided with a reason or is not able to accept the reason the absence will be recorded as unauthorised.

Truancy call will be sent to parents on each day of absence when a reason has not been provided. After 3 days of no response from parent/carer our Attendance Officer will make a home visit. In the case of persistent absence the matter may be referred to the Slough Borough Attendance Service who, where necessary will issue a penalty fine.

Holidays

Under new government legislation, we are unable to authorise any holiday requests. Leave of absence can be applied for in exceptional circumstances, which can only be authorised by the Principal.

Unauthorised holidays may result in a penalty fine being served.

Punctuality

All students are expected to attend both school and their lessons regularly and on time. Late arrival to school will be recorded on a daily basis.

Continuous lateness may result in the student being placed on attendance/punctuality report. Students who truant from lessons will be expected to make up the time missed.

Promotion of Good Attendance

The register is taken at the start of both the morning session and afternoon sessions. It is a legal requirement to register students and teachers must ensure it is taken accurately. There is also a class register taken at the start of every lesson.

Students who need to leave school during the day must have written permission and sign out at reception, and on return must sign back in.

If a student feels unwell during the school day they will need to have permission from their teacher to go to First Aid who will contact their parent/guardian to take them home if appropriate. Students must not contact their parents directly.

