

E-ACT

Heartlands Academy Attendance and Punctuality Policy

Department Owner	Operations (National)
Section Owner	Education (National Attendance Lead)
Approver	Education & Personnel
Date Approved	October 2018
Review Date	
Status	This policy will require significant amendment and input for each individual E-ACT academy, however the framework of the policy should not be deviated from. The Headteacher is responsible for ensuring that all academy specific information is completed.

1 Introduction

1.1 Attending school on a regular basis and being punctual is crucial for success. The best place for your child/children to be is in the Academy learning; any absence results in lost learning time.

1.2 Missing days of learning in succession (or over a period of time) makes catching-up more of a challenge for the pupil, and often they can find themselves falling behind.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent
90%	19 days	4 weeks
80%	38 days	8 weeks
70%	57 days	11.5 weeks

1.1 Absence from school, whether authorised (valid reason) or unauthorised (no valid reason) affects an individual's ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school.

1.2 Regular attendance at the Academy is also a legal requirement.

2. Promoting attendance and avoiding absence from school

2.1 The purposes underpinning the Academy's attendance policy are to:

- encourage 100% attendance and punctuality;
- ensure that all those associated with the Academy understand the expectations in relation to attendance and punctuality;
- produce regular information about class and individual attendance and punctuality which will enable the Academy to monitor trends and patterns so that appropriate measures can be taken to improve attendance and punctuality and thus academic performance.

3. Expectations

3.1 We expect that our **pupils** will:

- Regularly attend the academy according to the published session times - ensuring they arrive at the academy in time to be registered at the beginning of the morning session 8:30am.
- If a student arrives late to the academy, they go to the attendance officer and are recorded as late. This leads to after hours detentions.

- If absent for a valid reason, they must remind their parent(s)/carer(s) of their responsibility to inform the academy on the first day of absence and to provide a written note explaining the absence upon their child's return to the Academy. The student planner can be used for this purpose. If absent, students should make every effort to access and complete any work they have missed. Parents/carers will receive an additional welfare call at the end of the day, for all days of absence.

3.2 We expect that our **parents/carers** will:

- Uphold the Home-Academy Agreement to ensure regular attendance.
- Ensure their child attends the Academy according to the published dates and session times, and that they are equipped for all lessons.
- If your child is unable to attend the Academy, you must contact the reception at the earliest opportunity to explain the reason why. When your child returns to the academy, provide a written explanation for the period of absence. If proof is not shown your child will be given an unauthorised absent mark on their attendance record. The academy does not operate a 48 hour rule for illness.
- Avoid any absence from school for routine medical appointments during term time. Students having medical or dental appointments must bring an appointment card or note from their parents/carers, which should be authorised by the Head of Year. Where possible, every effort should be made to arrange appointments outside of core Academy hours, especially for ongoing treatment.
- Not arrange holidays or leave of absence in term time. If there is a need for a student to take time off during term time then the student's parents/carers should complete and return the 'Request for leave of absence' form to the Principal who will decide whether leave should be granted. The Academy will only grant leave during term time in exceptional circumstances, in line with statutory regulations.

3.3 **Note:** Parents/carers who remove their child during term time without authorisation from the Principal risk incurring a financial penalty.

- The **Academy** will:
- Send out a text message if your child is absent and we have not heard from you, asking that you please contact the academy to explain the absence.
- Accurately record the attendance and any absence of a student; through a system of registering students in teaching groups and regular spot checks, identify any post registration truancy - informing parents/carers immediately should that occur.
- Respond to any absence for which no parental explanation has been received after two days of absence with a telephone call or a letter to the student's home address informing parent(s)/carer(s) of the absence.

- in the case of known long term absence: where appropriate, provide work for the student at home; take action to achieve the successful reintegration of the student on their return.

4. How will the Academy respond to attendance issues?

4.1 when problems of attendance arise the academy will:

- Write a letter to inform you of the unacceptably low levels of your child's attendance, and explain that we are monitoring your child's attendance and expect it to improve immediately.
- If your child's attendance does not improve then you will be invited to meet with the learning manager or assistant headteacher to discuss the support can be offered and what the next steps are in ensuring the attendance improves.
- If this is unsuccessful in addressing attendance issues, the attendance and prosecution service and the regional system leader will ensure parent(s) / carer(s) are aware of the situation and their responsibilities.

5. Punctuality

5.1 Punctual arrival at Academy registrations in the morning and afternoon, as well as to lessons, is important as this instils good working practices in students both inside and outside of the Academy. It also portrays a serious approach to studying and making the greatest use of opportunities available to them.

5.2 Pupils are expected to:

- arrive at 8:25 to begin with a prompt start
- arrive promptly for afternoon registration by 3:00 p.m.
- arrive promptly at each lesson to enable maximum learning

5.3 The following actions will be taken if a pupil is late:

- Form Tutors will be aware of latecomers and will inform the Student Progress Manager/ staff member who has lead responsibility for attendance.
- The Learning Manager/Attendance Officer with lead responsibility for attendance will monitor and follow up absences, including appropriate support and sanctions
- Subject teachers and subject leaders will take appropriate action with persistent latecomers to lessons
- Parents/carers will be informed by learning manager of students arriving persistently late to lessons.

6. Sanctions for lack of punctuality

6.1 Sanctions for repeatedly lateness to registration include:

- Break time detention
- Tutor late detentions
- Parental meetings

6.2 Sanctions for repeat lateness to class include:

- Subject area detention in the first instance;
- weekday detentions by the student's learning manager/senior staff if persistently late to class.

7. Children who go missing from education

7.1 A child going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. Academy staff will be alert to these safeguarding concerns when a student goes missing for an extended period, or on repeat occasions.

7.2 The academy must notify the local authority of any student who fails to attend school regularly, or who has been absent without the academy's permission for a continuous period of 10 days or more. The academy must also notify the local authority of any student who is to be deleted from the admission register because s/he –

- Has been taken out of the academy by their parents and is being educated outside the school system (e.g. home education);
- Has ceased to attend the academy and no longer lives within a reasonable distance of the academy at which s/he is registered;
- Has been certified by the academy medical officer as unlikely to be in a fit state of health to attend the academy before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the academy after ceasing to be of compulsory school age;
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the school at the end of that period; or
- Has been permanently excluded.

□ **References**

- For staff, further guidance is available in the staff handbook in the section on teaching and learning and in the relevant sections of the academy website. The procedures within the academy are in line with the E-ACT attendance strategy.
- For parents/carers, further information is published in the academy home- academy contract and in the relevant sections of the academy website.
- For students, guidance is printed in the student planner and in the relevant sections of the academy website.
- Departmental advice on School Attendance, DfE, October 2014, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf.
- Please refer to 'Children Missing Education' statutory guidance for LA January 2015.