

Attendance of Punctuality Guidance

1. The attendance register is taken at the start of the first session of each school day, in every session and once during the second session.

Heartlands timings and examples of where late marks will be used:

2. AM reg = 8.30 – 9.15am (45 mins of Tutor and Personal Development)
3. Pupils are late (L code) from 8.30-9.15am
4. Pupils are late (U code) from 9.16am and this means the late mark is recorded as an absence
5. PM reg = 2.15-2.45pm (30 mins of Lesson 5)
6. Pupils are late (L code) from 2.20pm
7. Pupils are late (U code) from 2.21pm and this means the late mark is recorded as an absence

8. On each occasion the Academy will record whether every pupil is: 1) Present 2) Attending an approved educational activity 3) Absent; or, 4) Unable to attend due to exceptional circumstances.

9. 6.2. The Academy will follow up on any absences to:
 - Ascertain the reason
 - Ensure the proper safeguarding action is taken
 - Identify whether the absence is approved or not; and
 - Identify the correct code to use before entering it on to the Academy's electronic register, or management information system which is used to download data to the School Census.

10. Absences are either authorised or unauthorised.

11. Authorised absence is where the school has either given approval in advance for a pupil to be out of the Academy or has accepted an explanation offered afterwards as satisfactory justification for absence.

12. An absence is classified as unauthorised when a child is away from the Academy without their permission. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

13. Academy staff are legally in loco parentis and therefore must know where the students are during the Academy day. Pupils are not allowed to leave the premises without prior permission from the Academy.

14. Whenever possible, parents/carers should try and arrange medical and other appointments outside of the Academy day.

15. Parents/carers are requested to confirm, by letter, email or telephone call, the reason for any planned absence, the time of leaving, the expected return time.
16. Pupils must be signed out on leaving the Academy and be signed back in on their return at the student reception.
17. Where a pupil is being collected from the school, parents/carers are to report to the Academy reception before the pupil can leave the site. If a pupil leaves the Academy site without permission and we are aware of it, their parents/carers will be contacted.
18. With effect from September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances existed.
19. The Headteacher is only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.
20. If the Academy declines the request for term time leave then a request may be made to the Local Authority to issue a Penalty Notice to each parent, for each child. This is a £60.00 fine per parent if paid within 21 days and £120 if paid after 21 days but within 28 days.