



Attendance Policy
(Primary)

Attendance Policy

Introduction

The Academy is committed to a positive policy of encouraging pupils to attend school regularly. The Academy will work with parents and pupils to secure this aim.

Aims

The aim of this Attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils attend the Academy on a daily basis, or for ensuring a reason for non-attendance is known to the Academy.

Taking the Register

Pupils of compulsory school age must have their attendance registered twice per day.

The register must be taken twice daily at the start of morning and afternoon sessions.

The register must record whether the pupil is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- One taking place off the Academy premises;
- Approved by a person authorised by the Principal;
- Supervised by a person approved by the Principal;
- Of an educational nature, including field trips and educational visits;
- Where a pupil is receiving part of their education off-site at another location while remaining on roll and under Academy supervision (e.g. sick pupils being taught at home), or attending an approved sporting activity.
- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

All Registers are closed thirty minutes after the start of the morning and afternoon sessions.

Responsibilities

The Academy Council will:

- Approve the policy and any proposed changes;
- Receive reports from the Principal;
- Review the working of the policy in the light of the Principal's report;
- Ensure that the policy is promoted and implemented throughout the Academy; and is known by the parents.

The Principal will:

- Set attendance targets as part of the Academy Development Plan and target-setting process;
- Monitor progress;
- Ensure that strategies are in place to promote and implement the policy throughout the Academy;
- Determine whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made;
- Notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence;
- Initiate, with appropriate staff, strategies to improve attendance;
- Liaise with the appropriate bodies (including the Local Authority's agencies) over persistent absentees;
- Make an annual report with statistics to the Academy Council.
- Oversee the attendance arrangements;
- Make periodic checks of the registers to monitor pupil absence;
- Make regular checks on absence notes and the reasons for absence;
- Ensure that unaccounted-for absences are followed up by getting in touch with parents/carers. If there is reasonable concern about a child's welfare, the Principal will decide what action to take, including informing the relevant local authority agency;
- Deal with issues of inadequate registering;
- Arrange appropriate training for staff;

The Senior Administration Officer will:

- Ensure that all pupil absences are noted and absence notes received from parents;
- Ensure that all registers are completed daily.
- Ensure that pupils bring absence notes;
- Make regular checks on the efficiency of the registering;
- Make regular checks on absence notes;
- Ensure that all suspected truancy/ persistent absenteeism is followed up and dealt with;
- Contact parents over pupil absences where appropriate;
- Make reports to the Principal on the efficiency of the system; and
- Liaise with the Principal over training needs;
- Meet annually with the local authority Education Welfare Officer to conduct a register audit.

Class Teachers will:

- Ensure that pupils are registered accurately;
- Keep the Principal informed of any signs of persistent absenteeism; and

- Inform the Principal of any possible underlying problems which might account for absences.
- Check the attendance of pupils at their lessons according to the Academy system; and
- Inform the Senior Administration Officer of the names of pupils who are absent without notification.

Parents and carers are required to:

- Ensure their daughter or son attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);
- If possible inform the Academy of their child's absence on the first day of non-attendance, or as soon as possible thereafter;
- Write an explanatory note or phone on the day of return to the Academy;
- Make any request for leave of absence on the Academy's official leave of absence form.

Inspection

The Senior Administration Officer will ensure that the Academy Admission and Attendance Registers are available for inspection as required.

Leave of Absence

Leave of absence for a pupil can be granted only by the Principal.

Parents will be expected to use the Academy's official leave of absence request form.

Holiday Leave

Holidays should not normally be taken during term time. Any exceptional requests must be made to the Principal on the official form. If the pupil goes on a holiday which has not been approved by the Academy it will count as unauthorised absence.

Short-Term Leave

The Academy can grant short-term leave for family reasons. It is for the Principal to determine the reasonableness.

Dental and medical appointments during school time are not encouraged. If the pupil leaves for an appointment after registering their parent/ carer should collect a "Leaving School Early" slip from the School Office. They may be requested to provide documentary evidence of the appointment.

Religious Observance

There is no legislation, regulation or DFE guidance on leave of absence for religious observance.

The Principal will review any such application on an individual basis.

The Academy expects advance notice, since religious festivals are likely to be fixed well ahead.

Taking a pupil off the Register

The Principal will authorise the taking of a pupil's name off the register in accordance with the Regulations currently in force.

Equal Opportunities

In making and implementing this policy the Academy will take into account the Oasis Community Learning equal opportunity policies.

The Academy will inform staff where allowances have to be made for pupils with disabilities.

Monitoring and Review

The Principal will review the working of the policy and make regular reports to the Academy Council on pupil attendance.