



## ATTENDANCE AND PUNCTUALITY POLICY

# Ark



## POLICY INFORMATION

### Named personnel with designated responsibility for Attendance

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2015/2016	Justine Oldham	Angela Mak	Alison Cabot	Alison Cabot

### Policy review dates (frequency of review: tbc)

Review Date	Changes made	By whom
May 2013	Policy created	Ark
Nov 2015	Policy updated	Hannah McCormick
<b>Jan 2016</b>	Policy updated	Justine Oldham

### Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2015/2016	TBC	Alison Cabot

### Dates of staff training for this academic year

Dates	Course Title	Staff
<b>January 2016</b>		Maheshi Navaratne

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## 1 INTRODUCTION

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All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark Conway Primary Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

## 2 AIMS

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The aims of the Attendance Policy are:

- a To raise the importance of good attendance in line with Ofsted requirements.
- b Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c To improve punctuality.
- d Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

### 3 GUIDELINES

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#### 3.1 **Reasons for absence**

- a Parents and carers are asked to contact the academy office by phone or in person if their child needs to be absent from the academy.

#### 3.2 **Authorised absences**

- a Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.

#### 3.3 **Unauthorised absences**

- a Unacceptable reasons include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

#### 3.4 **Holidays/Trips**

- a The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

#### 3.5 Only the Headteacher can authorise absence.

## 4 ACTION TAKEN WHEN PUPILS ARE ABSENT

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- 4.1 There are occasions when absence is unavoidable. These include:
- a Illness.
  - b Medical or education appointments.
- 4.2 If a parent knows in advance of absence due to an appointment, the academy office should be informed and the appointment card shown.
- 4.3 If a child is ill, the parent or carer should ring the academy to inform us and on return present a written note explaining the absence. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy so we can photocopy it.
- 4.4 The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message will be sent on the **first day of absence**.
- 4.5 Letters will be sent to the parent or carers requesting an explanation of the absence. If no reply is received; the absence is counted as unauthorised. Two academy weeks are allowed for responses after the letter is sent.

## 5 WHAT HAPPENS IF ATTENDANCE IS UNACCEPTABLE?

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- 5.1 The Headteacher/Attendance Officer reviews the attendance of all pupils monthly. If the attendance of a pupil falls below **95%** the reasons for the absence are investigated.
- 5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:
- a The Headteacher will write to the parent or carer. The situation is reviewed at the next month's check.
  - b If no improvement is seen the Headteacher will request an appointment with the parent or carer. The situation is reviewed at the next month's check.
  - c If no improvement is seen the Headteacher will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.
  - d If the attendance does not significantly improve, a referral to the Educational Welfare Service will be made. In non improving situations a penalty notice may be served
- See Appendix 1
- 5.3 If your child's attendance is unsatisfactory (below 95%) you are at risk of a referral to the Education Welfare Officer and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.
- 5.4 If the child is below 5 years of age, the Education Welfare Officer will not accept a referral. In this instance the Headteacher will pursue the situation. In extreme cases a nursery place could be withdrawn.

## 6 LATENESS

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- 6.1 The academy day starts at 8:30am and all classroom doors are closed at 8.30am
- 6.2 Pupils who arrive after this time must enter the academy through the main entrance. They must then be signed into the late book.
- 6.3 Registers will close at 8:45am. Children who arrive after this time will be marked as 'U' (unauthorised absence). Any child receiving 5 U's in any half term may be issued with a Fixed Penalty Notice.
- 6.4 The procedure for consistent lateness is in line with absence – i.e. at **10%** lateness the Headteacher is informed by the Attendance Officer.
  - a Appointment made to see Education Welfare Officer – one month is given for improvement.
  - b If no improvement is seen the Education Welfare Officer will request another appointment.
  - c If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.
- 6.5 'Cause for Concern' registers for absence and punctuality are kept.

## 7 PUNCTUALITY INSPECTION

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We also do sporadic punctuality inspections at the academy gate. Our Education Welfare Officer is sometimes involved in these.

## 8 HOW WILL THIS INFORMATION BE COLLATED?

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A register of absence and punctuality referral is kept. The Attendance Officer and the Headteacher manage this register and meet regularly to decide necessary action.

## 9 PUPILS ABSENCE AND EXTENUATING FAMILY CIRCUMSTANCES

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If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form. **No absences for holidays should be authorised**, unless in extreme or exceptional circumstances. Permission for absence will **only** be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice.

## 10 COLLECTION AFTER SCHOOL

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- 10.1 School finishes at 4pm.
- 10.2 Teachers will keep the children with them until 4:10pm. After this time children are entered into the "Late Collection Book".
- 10.3 The trigger to action is set at **10%** i.e. 3 times within a six-week block.
  - a The Headteacher will write to the parent/carer.
  - b The Headteacher will request an appointment with the parent/carer.
  - c The Headteacher will again request appointment with parent/carer.
  - d Governors may request an appointment with the parent/carer.
  - e Fines may be imposed at the discretion of the Headteacher.
- 10.4 As with punctuality and attendance, progress is reviewed each month.

## 11 REGISTERS

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These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children entering the classroom via the academy office are late and should be marked as such, even if the register has not been taken yet.

## 12 REWARDS

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The class with the best attendance for the previous week is recognised and rewarded. The class with the best punctuality is recognised and presented with a cup in the whole academy assembly.

Children with 100% attendance are presented with a certificate at the end of each term. Further prizes and awards may be presented for attendance.

## 13 EQUALITY IMPACT STATEMENT

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We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

## 14 APPENDIX 1 - PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:

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- 14.1 Academies will notify the EWS of all cases where attendance has fallen below 90% in the preceding 6 week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures they have taken to bring this matter to the parent's/carer's attention.
- 14.2 The LA will produce an information letter for distribution to all parents/carers whose children have been identified as falling below 95% attendance at their respective academies. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.
- 14.3 Each pupil's attendance will be monitored for 15 academy days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.
- 14.4 Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.
- 14.5 Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using **First Class** post to the parent's last known address.
- 14.6 Following a change to advice issued by the DfES in recent months, Penalty Notices may now be issued to the parents/carers of **all** pupils registered at London Borough of Hammersmith and Fulham schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to families resident outside the area.

### **Withdrawal of Penalty Notices:**

- 14.7 The LA will withdraw any Notices issued if:
- a It can be established that the Penalty Notice was issued to the wrong person.
  - or**
  - b The use of the Penalty Notice does not conform to the terms of the Protocol.

- 14.8 Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.
- 14.9 Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn Notice.

**Payment:**

- 14.10 Arrangements for payment will be detailed on the Penalty Notice.
- 14.11 A Penalty Notice shall be for the sum of **£50** if paid within 28 days rising to **£100** thereafter until the final deadline of 42 days.
- 14.12 Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.
- 14.13 Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

**Non Payment:**

- 14.14 Non payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.