

Meadowdale Academy



Attendance Policy

SCHOOL YEAR 2018 – 2019

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Statement of Intent

Meadowdale Academy believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Following the framework set in Section 7 of the Education Act 1996 which states that:

‘the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise’.

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Signed by

Headteacher

Date:

Chair of Governors

Date:

1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Meadowdale Academy

- 1.2. The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Meadowdale Academy
- 1.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.
- 1.8. Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.
- 1.9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

2. Definitions

- 2.1. Meadowdale Academy defines "absence" as either:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
- 2.2. Meadowdale Academy defines an "authorised absence" as:
 - An absence for sickness for which the school has granted leave.
 - Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency.
- 2.3. Meadowdale Academy defines an "unauthorised absence" as:
 - Parents/carers keeping children off school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Arrival at school after the register has closed at 9.30am
 - Shopping, looking after other children or birthdays.
 - Day trips and holidays in term time which have not been agreed.
 - Leaving school for no reason during the day.
- 2.4. Meadowdale Academy defines "persistent absenteeism (PA)" as:
 - Missing 10 per cent (10%) or more of schooling across the year **for whatever reason.**

3. Training of staff

- 3.1. At Meadowdale Academy, we recognise that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying potentially at risk pupils.
- 3.2. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.

4. Pupil expectations

- 4.1. Pupils will be expected to attend school every day and will sign an agreement in their school planners at the beginning of each educational year.

5. Absence Procedures

- 5.1. Parents/carers must contact the Meadowdale Academy as soon as possible on the first day of absence.
- 5.2. Alternatively, parents/carers may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 5.3. A phone call or text message will be made to the parent/carer of any child who has not reported their absence on every day that they do not attend school.
- 5.4. In the case of persistent absence, arrangements will be made for parents to speak to the Form tutors and the Heads of Year
- 5.5. If pupil absence drops below 90 per cent (90%), the local Attendance Officer will be informed.
- 5.6. If pupil absence drops below 90 per cent (90%) the EWO will be informed

6. Contact information

- 6.1. Parents/carers must provide accurate and up to date contact details.
- 6.2. Parents/carers are responsible for updating the academy if the details change.

7. Attendance Officer

- 7.1. If they are persistently absent, pupils will be referred to the EWO (educational Welfare Officer) who will attempt to resolve the situation by agreement.
- 7.2. If the situation cannot be resolved and attendance does not improve, the local Attendance Officer has the power to issue sanctions such as prosecutions or penalty notices.

8. Lateness

- 8.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 8.2. The school day starts at 8:50am. Pupils should be in their classroom at this time.
- 8.3. Registers are marked by 8:50am. Pupils will receive a late mark if they are not in their classroom by this time.
- 8.4. The register closes at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.

8.5. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

9. Term time leave

- 9.1. At Meadowdale Academy, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 9.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 9.3. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
- 9.4. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 9.5. Requests for leave will not be granted in the following circumstances:
 - Immediately before and during assessment periods.
 - When a pupil's attendance record shows any [unauthorised absence](#).
 - Where a pupil's authorised absence record is already above 10 per cent (10%) **for any reason**.
- 9.6. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice.

10. Monitoring

- 10.1. Meadowdale Academy monitors attendance and punctuality throughout the year.
- 10.2. Meadowdale Academy's attendance target is 97 per cent (97%).
- 10.3. Details of our absence levels can be found on our school notice board

11. Religious Observances

- 11.1. Meadowdale Academy will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 11.2. Parents must inform the school in advance if absences are required for days of religious observance.

12. Appointments

- 12.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours, or if this is not possible, after 1.30pm when afternoon registration is complete and the registers are closed.
- 12.2. Where this is not possible, a note and appointment card should be sent to the school.
- 12.3. If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.
- 12.4. Pupils must attend school before and after the appointment wherever possible.

13. Rewarding good attendance

13.1. Meadowdale Academy acknowledges 100% attendance in the following ways:

- Entry into an IPAD prize draw at the end of the school year
- Praise stickers in planners
- Reward vouchers

- Attendance pens and pencils

13.2. Good attendance and punctuality will be rewarded in the following ways:

- Early sitting passes
- Non uniform days
- Class treats, early sitting passes (bacon sandwich days)

13.3. School trips and events are a privilege. Where attendance drops below 90 per cent (90%) these privileges may be taken away.

14. Young Carers

14.1. Meadowdale Academy understands the difficulties young carers face.

14.2. Meadowdale Academy will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

14.3. Meadowdale Academy takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

Meadowdale Academy



Attendance Policy

Adopted

2017-18

Signed by

Headteacher

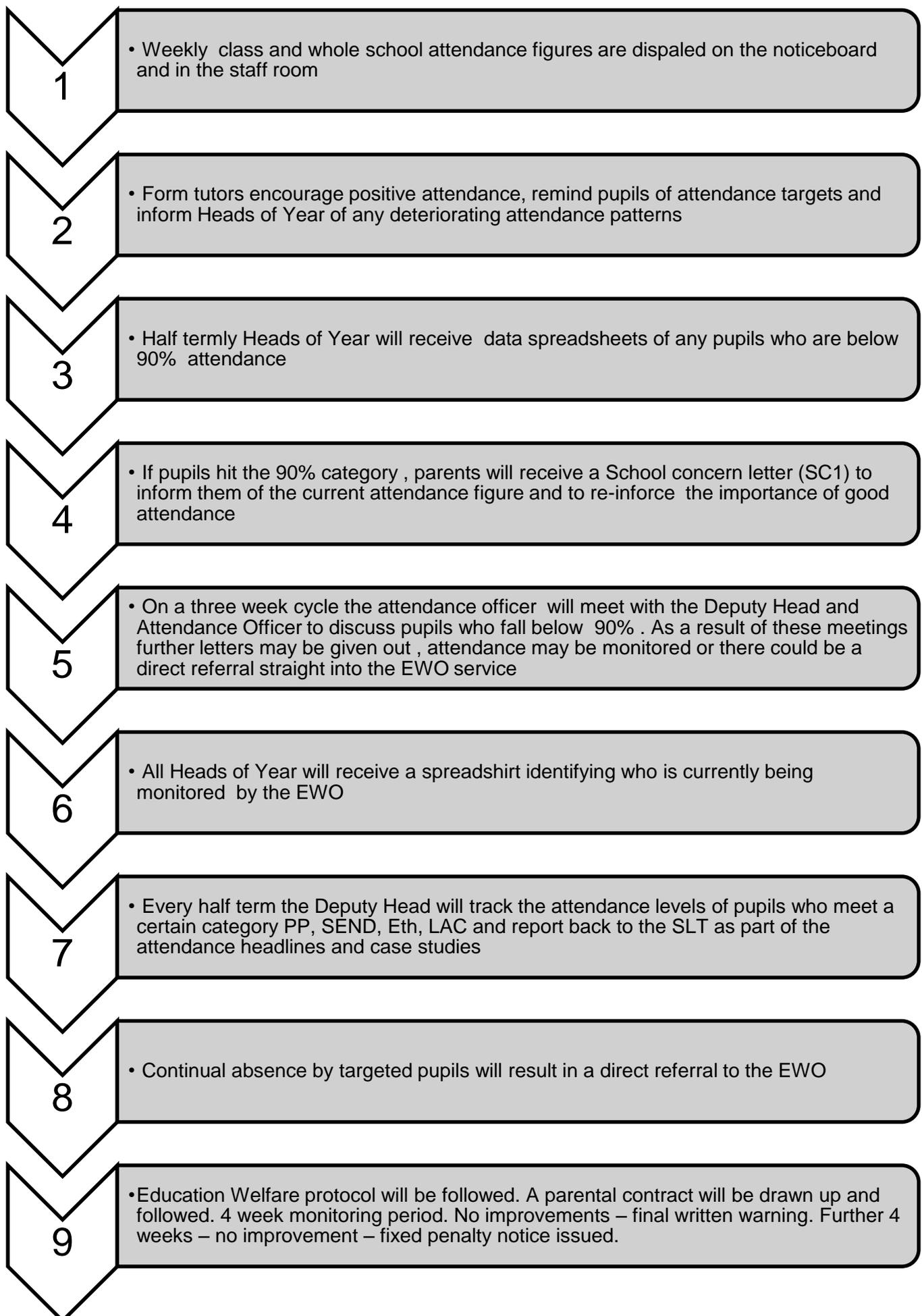
Date: _____

Chair of Governors

Date: _____

Next review date: 4th September 2018

Appendix 1 – Attendance monitoring procedures.



Appendix 2 – Attendance reporting structure.

