



ATTENDANCE POLICY (Students)

Reference this policy is aligned to with LCC	n/a
Agreed with Support Staff Trade Unions	n/a
Adopted by the Governing Body	Jul 2016
Next Review Due	Sep 2018
Agreed with Teacher Trade Unions and Professional Associations	n/a

School Aim

Welland Park Academy provides a challenging and supportive environment, which positively encourages all students to attend all sessions.

We believe that good attendance is essential to educational success and aim to support students in developing positive attitudes towards punctuality and attendance, so that they may take full advantage of the learning experiences provided for them.

Parental support

The school places great emphasis on partnership between staff and parents, and where a student's attendance gives cause for concern, contact will be made between the appropriate staff and parents concerned. Parents should be aware that absence from school may have a detrimental effect on their child's education. Interruptions to the complex learning process can lead to gaps in a child's knowledge and understanding, missed stages in the acquisition of a new skill and lost opportunities to share in and grow from new experiences.

Parents of registered students of compulsory school age are legally responsible for ensuring that their child attends and stays at school, they risk prosecution if they fail in this duty. Students are expected to attend for the full 190 days of the academic year unless there is a good reason for absence.

Absence

There are two types of absence:

Authorised (where the school approves student absence - only the school can authorise absences)

Absence will be authorised for occurrences such as:

- Child sickness
- Serious or critical illness of a close relative
- Unavoidable medical/dental appointments
- Religious observance
- Bereavement
- Wedding of an immediate family member
- Attendance at or in connection with a Children's Hearing or Care Review

Unauthorised (where the school will not approve absence)

Absence will not be authorised for events such as:

- Shopping trips
- Birthdays or other day trips
- Non-medical appointments
- Closure of a sibling's school for training days
- Family holidays

Punctuality

It is important to foster positive attitudes to arriving at school on time. Students who arrive late have a negative start to the day and may miss vital information given at the beginning of the day/lessons.

We expect all students to be in school by 8-40am, ready for morning registration/assembly, or returning after lunch by 13-05pm.

Procedure

The Academy has clearly defined procedures for dealing with attendance.

- If a child is absent from school, parents should call the school on the first day of absence by 9-30am stating a reason. In the event of illness, there is no necessity to ring the school every day following the initial call. However, if a child's illness lasts for more than 3 days, then the parent should contact the school again to inform them of their progress.
- Students are expected to bring in a note of explanation on their return to school
- Attendance registers for all Tutor Groups are completed at the beginning of each morning and afternoon session, 8.45am and 1.15pm.
- Returned registers are then checked by the office staff and any first day absences that are not accounted for are followed up by phone calls and texts home. By doing this we are secure in the knowledge that all our students are safe and where they should be. This will also enable us to enter the correct attendance code in the register (see Appendix A)
- If we are unable to contact a child's parent or obtain a reason for the absence, it will be coded as unauthorised and a letter sent asking for an explanation.
- Students arriving late are required to 'sign in' and their names passed on to their Tutor. After 3 'lates' in one term, students will serve an after school detention.
- Students who arrive after 9-30am, will be considered as absences and require authorisation
- Registers are also taken in every lesson.
- The school continues to develop support programmes for re-integrating students from long term absences.
- Application for Leave of Absence must be sought in writing from the Principal, prior to the event. - From September 1st 2013, the amendments to the Education Regulations in relation to absence from school, give NO entitlement to parents to take their child on holiday during term time. Any application must be put in writing to the Principal and will only be granted in exceptional circumstances.
- In the case of a student with attendance which gives cause for concern having a large number of absences for medical reasons, the school will require medical evidence in order to authorise future absences of this nature.

Monitoring attendance

- The school contacts parents by phone, text or letter on the first day of any absence, if no reason is available
- Tutors refer any concerns they have over students attendance/punctuality in their form to the Head of Year
- Students who are regularly late are referred to the Head of Year
- Weekly absence summaries are produced for both Year Heads and Tutors.
- Letters of concern are sent when a student's attendance falls below 90%.
- Further concern, either from no significant improvement in the student's attendance, or a high level of unauthorised absence, will result in referral to a Senior leader and parents will be invited into school to discuss the situation and an Action Plan set up.

- Students with attendance of less than 90% are considered to be persistent absentees
- If persistent absence continues and the school's efforts to improve attendance are unsuccessful, the matter will be referred to the Local Authority Pupil Services Court Team for legal action.

School Register – Attendance Codes

Appendix A

Present at school:

Registration Code / \: Present in school / = am \ = pm

Present in school during registration

L Late arrival before the register has closed

Authorised:

B Off-site educational activity

C Leave of absence authorised by the school

D Dual registered – at another educational establishment

E Excluded

H Holiday authorised by the school

I Illness (not medical/dental appointments)

J At an interview with prospective employers/or at another educational establishment

M Medical or dental appointment

P Participating in a supervised sporting activity

R Religious observance

S Study leave

T Traveller absence

V Educational visit or trip

W Work experience

Unauthorised:

G Holiday not authorised by the school or in excess of the period determined by the Principal

N No reason yet provided for absence

O Absent from school without authorisation

U Arrived in school after registration closed

Administrative codes:

X Not required to be in school

Y Unable to attend due to exceptional circumstances

Z Pupil not on the admission register

Planned whole or partial school closure