Attendance

Document Control

Date	Revision amendment details	By whom
Sept 2015	Adopted by TEFAT Board	Trustees
April 2019	Interim review of content	Ops Group
Sept 2019	Proposed date for review subject to any required statutory update	

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Related policies and documents

- Department for Education statutory guidance - School Attendance Sept 2018
- Department for Education statutory guidance - School Attendance Parental Responsibility Measures Jan 2015
- TEFAT and / or locally owned policies relating to Behaviour, Admissions, PSHE and session times and any guidance provided by the academy for staff on the registration of pupils.

Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.
- Where the word 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.
- Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.

Elliot Foundation Academies Trust Vision and Values

Vision

The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations. Our motto, "Where children believe they can because teachers know they can" reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society.

Values

For children

We help children to discover themselves and aspire beyond any limitations that their context might appear to place upon them. We help them understand that they can be, 'Heroes of their own lives' building the foundations for healthy and successful lives.

For schools

In addition to the essential functional skills of reading, writing and mathematics, children need to learn how to learn and to believe that they can continue to do so. They must also possess the critical thinking skills to sift fact from fiction to be able to think for themselves, freely and creatively.

For success

To thrive, whatever their chosen path, children need confidence, curiosity and commitment. We will nurture these attitudes across all their learning experiences

For communities

Children at Elliot schools will be raised with an awareness of the world around them and their role in shaping a better future through volunteering and contributing in their communities.

1. Aim

1.1. This policy aims to ensure that pupils attend school regularly; consequently they will be able to take full advantage of the educational opportunities available.

2. Children Missing Education

2.1. Academies must monitor pupils' attendance through their daily register. Principals should inform Regional Directors half termly of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. Academies should monitor attendance and address it swiftly when it is poor.

2.2. Academies have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences. Academies must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. See statutory guidance for further information.

3. Roles and Responsibilities

3.1. The Principal will ensure that:
- Pupils are registered accurately and efficiently using the correct codes
- Rewards for excellent attendance are in place and are valued by pupils and their families
- Attendance targets are set for individual pupils, classes and year groups: it is expected that overall attendance should be 96% or better
- Parents or guardians are contacted when reasons for absence are unknown or unauthorised
- Pupils' attendance and lateness are monitored thoroughly
- Processes are in place to tackle poor attendance, and particularly to address any persistent absence
- Academy attendance statistics are discussed with the Regional Director half termly
- Pupils who have been excluded or who are absent for long periods because of ill-health receive appropriate support to continue learning.

3.2. Teachers and other staff will ensure that:
- Pupils are registered accurately and efficiently using the correct codes
- Pupils' attendance and lateness is recorded twice-daily
- Children receive praise and rewards for excellent attendance and punctuality
- Parents are made aware immediately if there are any concerns

about their child's attendance and/or punctuality

3.3.   Pupils will be expected to:
- Attend the academy every day
- Arrive on time, ready to learn
- Tell their teacher or a teaching assistant if there is a problem that might lead to absence

3.4.   Parents and Carers will:
- Ensure the child attends school regularly – this means no less than 96% of school sessions
- Inform the academy on the first day of non-attendance
- Understand and accept that absences for family holidays and special occasions will not normally be permitted. Approval will only be granted in truly exceptional circumstances, at the discretion of the Principal. The expectation is that medical appointments will be booked outside school time wherever possible.
- Comply with the DfE statutory guidance on School Attendance Parental Responsibility Measures (Jan 2015)

3.5.   Trustees will:
- Ensure that rates of absence in each academy are monitored termly, and that where overall attendance falls below 96% the reasons are investigated, and suitable improvement strategies are put in place
- Ensure that each academy has suitable processes for improving the attendance of any child whose absence is below 96%
- Ensure that each academy has suitable processes in place to support reducing persistent absence to below 8% for all year groups and pupil groups