

**POLICY TITLE: ATTENDANCE**

**STATUS Statutory**

**REVIEWED BY: TEFAT**

**DATE of REVIEW: Sept 2015**

**Aim:**

Our attendance policy aims to ensure that pupils to attend school regularly; consequently they will be able to take full advantage of the educational opportunities available. It is written taking account of current DfE guidance on [School attendance](#) and [absence statistics](#).

**Children Missing Education**

Academies must monitor pupils' attendance through their daily register. Principals should inform Regional Directors 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 when it is poor.

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.

**Relationship to other policies**

The Academy policy on attendance should be read in conjunction with the policies on behaviour, admissions, PSHE and session times, and any guidance provided by the school for staff on the registration of pupils.

## Roles and Responsibilities:

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 (below 90% from September 2015)
- ✿ Academy attendance statistics are discussed with the Regional Director termly
- ✿ Pupils who have been excluded or who are absent for long periods because of ill-health receive appropriate support to continue learning

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

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

Parents and Carers will:

- ✿ Ensure the child attends school regularly – this means over 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
- ✿ Comply with the DfE guidance on [School Attendance Parental Responsibility Measures](#)

The Local Governing Body will ensure that:

- ✿ Rates of absence across the whole academy are monitored, and that where overall attendance falls below 96% the reasons are investigated, and suitable improvement strategies are put in place
- ✿ The academy has suitable processes for improving the attendance of any child whose absence is persistent (below 90%)
- ✿ The SLT is held appropriately to account for meeting attendance targets

## REVIEW

**This policy will be reviewed by TEFAT bi-annually**

**DATE OF THE NEXT REVIEW: July 2017**