

## **Attendance and Punctuality Policy**

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This document is a statutory policy and therefore a requirement of the Academy to specify the processes and procedures of addressing attendance and punctuality of students at Erdington Academy.

### **AT ERDINGTON ACADEMY WE BELIEVE THAT:**

Children cannot learn if they do not attend the Academy - attendance at the Academy is a prerequisite to learning.

### **AIMS**

- To develop attitudes and behaviour that enable students to take an active and responsible role in the adult world.
- To recognise the importance of attendance to the overall achievement of students in the Academy.
- To promote a positive attitude towards attendance and good time keeping with students and parents/carers, and to reward good attendance.
- To monitor and organise procedures to encourage good attendance.
- To create a climate which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.
- To ensure that non-attendance and poor punctuality are effectively monitored and absence followed up

### **ROLES AND RESPONSIBILITIES**

It is the responsibility of all staff, parents/carers and students to ensure good attendance and punctuality to the Academy.

### **TEACHERS / FORM TUTORS**

- Will monitor absence notes / reasons for absence in student planners.
- Will be vigilant and inform the Pastoral Manager if any student is giving cause for concern or there are patterns of authorised or unauthorised absence.
- Form Tutors to inform students of weekly attendance and punctuality % and ensure this is written into student planners.
- Will ensure that all registers are up-to-date, accurate and completed on time in accordance with the Academy procedures and statutory requirements.

## **PASTORAL MANAGERS**

- Will monitor registers on a regular basis to check for trends in absence and punctuality.
- Will liaise with Attendance Officer and other agencies.
- Will ensure that all staff are following procedures on completing registers and refer any concerns/problems to their SLT House Link.
- Can authorise absences but are not obliged to do so, and should not do so when there is any doubt about the reason for absence.
- Will generate data that will produce 100% Attendance Certificates for students.
- Will distribute individual attendance summaries to students in their House.
- Will host Academy Attendance Review Meetings with the Attendance Officer.
- Will monitor students who arrive late.

## **LEADERSHIP**

- Will consider applications for absence from the Academy and communicate with parents/carers.
- Will collate attendance data at the end of each term and the end of the academic year, or as required, and set annual attendance targets.
- Will develop and update strategies to promote and reward good attendance and punctuality.
- Will liaise with the Attendance Officer to develop initiatives and strategies to improve/maintain attendance.
- Will monitor and analyse attendance, providing whole Academy data for internal and external use.
- Will ensure that parents/carers are informed about attendance and the procedures and criteria for authorising absence.
- Will inform the Academy Association about rates of attendance, making them aware of the strategies used to maintain and improve attendance and punctuality.
- Ensure that all registers are kept for a period of 3 years.
- To chair a termly meeting of Leadership, House Pastoral Managers, and the Attendance Officer.
- Include an Attendance Summary in students' Annual Report to Parents.
- To chair an Attendance & Punctuality Panel Meeting with students, parents, Pastoral Manager, and Attendance Officer.

## **ATTENDANCE OFFICER AND HOUSE PASTORAL MANAGER**

- Will provide a first day phone call to absent students where appropriate.
- Will take telephone messages when students are absent from The Academy and inform tutors.
- Will encode CMIS to explain absences.
- Will provide Pastoral Managers and Leadership with a weekly print out of all form groups' attendance for monitoring.
- Attend a weekly meeting with Leadership.
- Will provide 100% attendance data for Heads of House and other data as required.
- Data Manager to provide weekly accumulative attendance/ punctuality data from September

## PARENTS/CARERS

Parents/carers have a legal duty to ensure their child attends the Academy in a fit state to learn and:

- Will contact the Academy on the first day of absence, in writing or by telephone before 10am, giving reasons for absence, followed by a written note on return, if applicable, confirming reasons and dates of absence.
- Must complete an Absence from Academy request form for any known absence 8 weeks prior to a known absence.
- Should avoid taking their child out of the Academy during term time and certainly when the Academy tests or examinations are taking place.
- Will phone or provide a note if their child arrives after 9.30 am.
- Will make medical appointments before or after the Academy day.

## Holidays

The Headteacher will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances. If you decide to take a holiday in term time and it has not been authorised, you will receive a fixed penalty, where each parent will have to pay £60 for each child removed from the Academy. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution.

### PERSISTENT ABSENCE

A student is classed as 'Persistent absent' if their attendance falls below 90%. The Spotlight Team works closely with the Academy over such students and their families. A referral will be made to Spotlight who will intervention to support the Academy improve attendance. Failure to comply will result in legal proceedings and a £60 fixed penalty fine.

## STUDENTS

- Students should arrive for registration promptly at 8.40am.
- If students arrive after 8.45am they are 'late' and must sign in at the Attendance Office.
- Will get a same day detention for being 'Late' without a Parental note.
- Students should present reasons for absence to the Form Tutor / House PA on their return to the Academy.
- Students should arrive on time for all lessons.
- Students to record current attendance/punctuality in planners