

Attendance and Punctuality Policy

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