



Jewell Academy
Bournemouth
an Aspirations Academy

ATTENDANCE POLICY

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Date of next review:	September 2023	Owner:	Alex Waddington
Type of policy:	Academy	SCDB or Trust Approved:	SCDB

Attendance Policy

Introduction

Regular attendance at academy is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored regularly with the academy seeking to work actively with parents/carers to ensure a regular pattern is maintained. We expect all children on roll to attend every day, when the academy is in session as long as they are fit and healthy enough to do so.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling academy experience. We actively promote 100% attendance for all our pupils. We encourage children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards academy and learning.

Poor attendance can seriously affect each child's:-

- attainment in academy
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and to learn alongside others

The Trust and Principal, in partnership with parents/carers have a duty to promote full attendance at academy.

Parental Responsibility

Parents/carers have a legal duty to ensure that their child attends academy regularly and arrives on time. Full attendance is essential to the all-round development of a child who should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines a child's education and sometimes, puts pupils at risk. The academy shares the attendance percentage with parents/carers at each parents/carers' consultation meeting and more frequently where there are concerns.

It is the parents/carers' responsibility to contact the academy on the first day their child is absent. This is a safeguarding matter so that all parties know that your child is safe.

Pupils are expected to arrive between 8.45am and 9.00am, when the doors are open and children go to class. All pupils who arrive late must report to the academy office where they are registered and the reason for lateness is recorded.

Illness and Medical Appointments

If a child cannot attend academy, parents/carers are required to contact the academy and leave a message on the absence line (01202 774830) before 9.30am. Parents/carers are required to call on the first day of a child's absence. If a reason for a child's absence is not received, then the academy will try and contact parents/carers to find out why their child is not in the academy. Should we be unable to contact a parent, we may ask the Home academy Liaison Officer to carry out a visit.

- a) Routine/non-emergency dental or medical appointments should be made outside academy hours where possible.
- b) An appointment card or verification by the doctor/dentist/hospital is required for all appointments within academy hours.

- c) If it is necessary for a child to be out of academy for this reason, the child should be returned to academy directly after the appointment.
- d) If your child is absent due to vomiting and/or diarrhoea, they should not return to academy for the **next 48 hours** after the last bout of sickness/diarrhoea. This is to reduce the risk of infection to other children and adults at academy.
- e) If your child is absent for four days or more, the academy will require medical evidence to support the reason for absence. The academy office will request this if it is not produced. If no medical evidence is provided, the absence will be recorded as an unauthorised absence.

Attendance in PreSchool:

Where children are in receipt of the government funded education sessions and are absent the nursery is required to inform the Local Education Authority when:

the absence is continued or reoccurring

the absence is for a period longer than 3 weeks

Where a child is absent for 3 weeks or more the Local Education Authority will review the funding of that placement and may make the decision for this to be removed.

The Role of the Academy Staff

The Principal has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning by 9.15am any pupil arriving after this time will be marked as late. Teachers also complete a register for the afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present, absent or late. Pupil attendance is monitored weekly to highlight and take action where the attendance of individual children is causing concern.

It is the responsibility of the academy to ensure:

- Attendance and lateness records are updated daily
- If no reason for absence has been provided, parents/carers are contacted on the first day of absence to obtain the reason by 10.00am.
- Where it is not possible to make contact, the pupil's emergency contacts are phoned.
- If no contact is established within 24 hours, a home visit may be made; this is in line with the academy safeguarding policy.
- If after a home visit, contact still cannot be made, then Social Services or the Police may be called to carry out a safe and welfare visit.

Children Missing Education

If families move away from the area, or wish to transfer their child to another academy, the Principal must be informed in writing. Children cannot be removed from the academy roll until we have been notified by another school that a place has been offered and accepted. Children who stop attending and who cannot be traced cannot be removed from the academy roll. They are reported to the local authority Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

Lateness

The class register is taken at 9.00am and at the start of the afternoon session. Pupils arriving after 9.00am must enter the academy by the main entrance and report to reception where their name and reason for lateness will be recorded.

The register will close at 9.10am. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') This national code counts as an unauthorised absence. Lateness affects the child's overall attendance percentage.

Frequent lateness is disruptive to learning, both for the child concerned and the class. This will be discussed with parents/carers at parent consultations, attendance meetings and may be referred to the Home School Liaison Officer. Frequent or regular lateness can provide grounds for prosecution or the issue of a Penalty Notice.

Penalty Notice Proceedings for Lateness

Parents/carers will be liable for a Fixed Penalty Notice Warning from the Local Authority if their child is persistently late to academy (after the registers have closed at 9.10am). The absences do not need to be consecutive.

Definitions

Every half-day absence has to be classified by the academy (not by the parents/carers) as either

AUTHORISED or UNAUTHORISED.

This is why information about the cause of each absence is always required.

Authorised Absence

An absence is classified as authorised when a child has been away from academy for a legitimate reason and the academy has received notification from a parent or carer within the correct time frame. For example, if a child has been unwell and the parent telephones the academy on the first day of absence before 9.30am.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from academy without the permission of the Principal.

Unauthorised absences are those which the academy does not consider reasonable and for which no 'authorisation' has been given.

This includes:

- Parents/carers keeping children off academy unnecessarily
- Absences that have never been properly explained.
- Holidays not agreed.

Authorising Absence

Following amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into effect 1st September 2013, Principals are only allowed to grant leave of absence from academy in exceptional circumstances. In considering whether or not to authorise a request for exceptional leave of absence in term time, the Principal will look at each individual case and only grant authorisation if the circumstances are truly exceptional. Additionally, any request should be made prior to the leave of absence and should be submitted to the academy using the 'Request for Leave of Absence form'

(available from the academy office) at least ten days advance of the requested absence. Parents/Carers may be asked to provide additional information/evidence or meet with the academy to discuss the circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. 'Unavoidable' should be taken to mean an event that could not reasonably be scheduled at another time. As a general guide, the following indicates the type of scenarios that might be considered as 'exceptional':

- Immediate family member returning home from Service Duty;
- Immediate family weddings or funerals (if abroad, only the actual day of the wedding/funeral);
- Occasions of religious observance;
- Other situations where a 'compassionate' element is applicable.

Generally, the following scenarios cannot be considered 'exceptional':

- Annual family holidays;
- Educational visits arranged by family members during academy time;
- Family birthdays or other events;
- Parents/carers' profession or place of work making it difficult to coincide academy and work holidays.

Following an application for term time absence, parents/carers/carers will be notified of the Principal's decision at the earliest opportunity. If the circumstances are not considered to be exceptional then the absence cannot be authorised and the academy may need to request that the Local Authority issues a Fixed Penalty Notice. In considering whether to request a Penalty Notice, the academy will have due regard to the latest version of the BCP Council 'Education Penalty Notice - Code of Conduct'.

It is important for parents/carers to note that once Jewell Academy have requested that the Local Authority issue a Fixed Penalty Notice for a period of unauthorised leave in term time, you will not have an opportunity to discuss this matter further with the Local Authority. Any queries or discussions should be had prior to, or at the time of requesting the leave.

Review

This policy will be reviewed according to the schedule for policy review.