

ATTENDANCE POLICY



Latest review undertaken on 30th January
2012

By the Finance and General Purposes Sub-
Committee

Ratified by the Full Governing Body on 23rd
February 2012

Next review: Spring term 2013

Philosophy:

Hadrian Academy is committed to maximising attendance for all pupils to enable them to benefit fully from their education. We believe that regular attendance is vital for effective learning and safeguarding.

Our Academy will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise the importance of establishing strong home-school links and communication systems that can be utilised whenever there is a concern about attendance.

We will identify and address, as speedily as possible, any problems affecting attendance.

Principles:

- The Academy will work towards ensuring that all pupils feel supported and valued. The Academy will promote positive staff attitudes to those pupils returning from absences.
- Staff will be made aware of the registration process and receive in-service training on registration regulations and education law. (Guidelines in registers).
- Registers will be completed accurately at the beginning of the morning and afternoon session and attendance regularly monitored.
- Parents will be encouraged to contact the Academy early on the first day of absence, via the web-site attendance link or by telephone.
- Attendance procedures will be regularly evaluated by the principal and the Academy governors.
- Parents will be notified of the Academy's concerns on poor attendance.
- Reward systems will be used to celebrate good and improved attendance of all pupils.

Procedure:

Rights and Responsibilities

Improving attendance at Hadrian Academy is the responsibility of everyone in the Academy community; pupils, parents and all Academy staff.

Pupils are expected to attend the Academy at all times and punctually. Pupils who do experience difficulties will be offered prompt and sympathetic support.

At the end of each term pupils whose attendance is excellent will be announced in the newsletter termly.

Punctuality will always be praised and noted on end of year reports.

Parents are responsible for ensuring their child attends the Academy at all times and punctually, properly dressed and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are required to notify the Academy of the reason, preferably, on the first day of absence. Parents whose first language is not English or who have literacy problems will be offered support from the Academy in matters of communication.

A pupil's absence from the Academy will remain unauthorised until a satisfactory explanation is given by the parent. Parents will be informed promptly of any concerns over their child's attendance.

Taking family holidays during the Academy term time will not be authorised.

Academy staff will encourage good attendance and punctuality through personal example. Staff should convey high expectations to pupils regarding attendance and punctuality. A range of strategies will be used to encourage good attendance and punctuality and staff will promptly investigate all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

Registration

Children are admitted into school at 8.50a.m. in key stage 1 and 2 and 9.00a.m. in the reception class. Registers will be called promptly at 9.00 am and 1.15 pm and will be marked in blue ink for present or pencil for absent. The correct symbol for absence will be marked in the register by the office staff, who subsequently transfers the register information onto the computer.

Where pupils arrive late (before 9.30 a.m. or 1.45 p.m.) they will be marked late but counted as present for the session.

Acceptable reasons include; pupil hospital appointment, medical or dental appointments, traffic accidents etc.

It is preferable, wherever possible, for parents to make medical/dental appointments outside Academy hours.

Pupils who arrive late should report to the office. (The office will subsequently amend the register entry to show the pupil has arrived.) A pupil arriving after 9.30am without a satisfactory reason will have an unauthorised absence mark for that session. The parent will be asked to attend a meeting if the pupil is persistently late.

Unacceptable reasons for being late include; over sleeping, taking sibling to nursery first etc.

The Principal or Vice Principal will be given a report of absences and lates at least once every half-term in order to ensure that correct procedures are being followed. Absences will be totalled and analysed to inform policies.

Recording Absence

The office will record absences, either as authorised or unauthorised, using the agreed symbols. Consistent criteria should be applied to decision making. If staff have reason to doubt the explanation offered about whether a particular absence is genuine, the absence should be recorded as unauthorised. Absences should not be authorised once a warning letter for court action has been issued to parents by the Education Welfare Service, unless a medical certificate is received. Advice should be sought from the Education Welfare Service.

Follow up of Absence

On first day of absence parents should contact the Academy, on return after absence written explanation of reason for absence should be brought to the Academy. If this is not evident a letter will be sent asking for information. Action on irregular attendance will involve the Academy contacting the parent to discuss the matter. If the attendance does not improve, the principal will invite the parent to a meeting. The aim of the meeting will be to identify and resolve any difficulties that are preventing the pupil from attending the Academy. The parents will be made aware of the legal requirements regarding Academy attendance.

If the pupil's difficulties are not resolved and the attendance does not improve, a formal referral will be made to the Education Welfare Service and formal intervention planned.

The Educational Welfare Services check the Academy attendance register each term and will request information from the headteacher on any pupil with less than 90% attendance.

Review:

Part of the evaluation process will be to consider what interventions have been successful. For instance:

- Has the attendance and punctuality of individual pupils and/or attendance as a whole improved?
- Has the Academy been successful in raising the profile of attendance both within the Academy and the local community?
- How well informed are the new pupils about the importance of attendance and the policies and procedures operating within the Academy?

- Have attendance issues been included as topics in Academy assemblies, PSHE lessons or as a theme for any other curricular lessons?
- Have appropriate, timely, referrals been made to the Education Welfare Service?
- The principal reports termly to Full Governors, as part of the Principal's report, attendance data.

Protocol for child not collected

We follow guidance reported in Circular H 99 35. A copy of the protocol is kept on the main office wall.

Review:

This policy is to be reviewed annually. Next review will be Spring 2013