

Re-approved: July 2016

Review Date: June 2017

Policy Title	Pupil Attendance and Punctuality Policy
1. Purpose	<p>The purpose of this policy is to set out the expectations of Trinity Academy in relation to the attendance and punctuality of its pupils.</p> <p>School attendance is subject to various education laws and this attendance policy is written to reflect these laws and the guidance produced by The Department for Education</p>
2. Summary	<p>Trinity Academy recognises that regular and punctual attendance is essential if pupils are to learn, achieve and reach their full potential. This is a shared responsibility of pupils, parents/carers and the Academy. Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. Missing out on lessons leaves children vulnerable to falling behind.</p> <p>The government expects:</p> <ul style="list-style-type: none"> • Schools to: <ul style="list-style-type: none"> ➤ Promote good attendance and reduce absence, including persistent absence. ➤ Ensure every pupil has access to full-time education to which they are entitled. ➤ Act early to address patterns of absence. • Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. • All pupils to be punctual to their lessons.
3. Aim	<p>To promote regular and punctual attendance by all pupils in order to ensure equal access to learning and enable pupils to reach their full potential.</p>
4. Objectives	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • Ensure that Trinity Academy meets the Government attendance targets. • Create a clearly understood attendance procedure that is effectively communicated to, and understood by, parents/carers. • Ensure that pupils are striving for 100% school attendance.

	<ul style="list-style-type: none"> • Make parents/carers aware of the importance of 100% attendance. • Encourage pupils to be at school on time and to be at individual lessons, registrations and enrichment activities on time. • Incentivise good attendance using the praise and reward system. • Sanction any pupils who fall below the expected standards in line with Trinity Academy's Behaviour Policy. • Provide support and intervention for those pupils and families that need help to reach these standards.
<p>5. Roles and Responsibilities</p>	<p>The Headteacher is responsible for ensuring that this policy and related attendance and punctuality procedures are implemented correctly and consistently.</p> <p>Parents/carers are responsible for ensuring that their children attend Trinity Academy punctually every day and that they inform the Academy of any absences, as required by the Academy's procedure.</p>
<p>6.Implementation</p>	<p>Expected standards of attendance and punctuality are stated in the home-school agreement, and will be regularly reiterated formally, in assemblies, and informally, by all members of staff.</p> <p>The Academy's ethos is built around a culture of high expectations and no excuses, and this applies clearly to attendance and punctuality.</p> <p>Trinity Academy will take account of the needs of vulnerable pupils and those from disadvantaged groups when monitoring the Attendance and Punctuality policy.</p> <p>Attendance / Punctuality The procedures to be followed by pupils, teachers and parents/carers in respect of attendance and punctuality can be found at Appendix 1.</p> <p>Registration system Pupil attendance records will be maintained on a computerised system and national codes used to record attendance information.</p> <p>Attendance targets The Academy will set and publish attendance targets each year. A system for analysing performance towards the targets will be established.</p> <p>Absences during term time There are two main categories of absences:</p> <ul style="list-style-type: none"> • Authorised Absence is when the Academy has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.

	<ul style="list-style-type: none"> • Unauthorised Absence is when the Academy has not received a satisfactory reason for absence or has not approved a request for leave of absence. <p>The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which came into force in September 2013 specify that Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be exceptional circumstances.</p> <p>Applications for term-time leave of absence must be made in advance in writing to the Headteacher. Leave of absence will only be granted where the Headteacher considers it is due to exceptional circumstances. Family holidays are not considered to be exceptional circumstances.</p> <p>If the request is denied, the parent/carer will be informed of the reason by letter. If the parents/carers choose to continue with the planned absence it will be recorded as an unauthorised absence and reported as such to the Local Authority. This could result in a Fixed Penalty Notice being issued.</p> <p>The parent/carer of a child of compulsory school age is required by law to ensure that the child regularly attends the school at which he/she is registered. Should a parent/carer fail to ensure that his/her child attends that school regularly then the parent/carer is guilty of an offence. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code will be used.</p> <p>Dealing with concerns about attendance and/or punctuality Where there are concerns about a pupil's attendance and punctuality record, Trinity Academy will take the following steps:</p> <ol style="list-style-type: none"> 1. Raise concerns with parents. This should include confirming the need for regular pupil attendance, addressing gaps in attendance records by the provision of supporting evidence e.g. doctor's notes, and exploring ways in which the Academy can support the pupil to increase attendance. 2. If the concerns persist, arrange a formal meeting with the parent/carer to produce an action plan. 3. If the concerns persist, make a formal referral to the Local Authority. <p>Promoting good attendance Trinity Academy will implement a system to reward pupils who have good or improving attendance.</p>
7. Monitoring and Evaluation	The Board of Trustees has a legal responsibility to monitor and evaluate pupil attendance. The Academy's attendance figures will be presented to the Board of Trustees on a termly basis.
8. Frequency of	To be reviewed on an annual basis.

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9. Approval	Approved by the Board of Trustees
10. Appendices	<p>Appendix 1</p> <p><u>Attendance and Punctuality Procedure</u></p> <p>1. Attendance</p> <p>Any pupil who is absent during morning or afternoon registration will have their absence recorded as authorised, unauthorised, or as an approved educational activity.</p> <p>If there is no known reason for the absence at registration then the absence is recorded in the first instance as unauthorised, and may be changed at a later point by the Assistant Headteacher.</p> <p>If a pupil is unable to attend school through illness or for any other reason it is the parent's/carer's responsibility to contact the office on the Academy's telephone number by 8am.</p> <p>If the parent/carer is unable to phone then an e-mail should be sent and the office will call back to confirm the reason.</p> <p>Upon return to the Academy, the pupil must bring a letter giving written details of the reason for absence. This should be addressed to the pupil's class teacher who will forward it for retention in the pupil's file.</p> <p>The Academy will accept parents/carers using the school planner to communicate reasons for absence.</p> <p>If a pupil is absent this will trigger a phone call home, coordinated by the Assistant Headteacher to find out the reasons and see if they is anything that the Academy can do to help.</p> <p>If a pupil is absent for five continuous days then their absence must be supported by a doctor's note. This should be provided to the Academy even if the pupil in question is still not able to attend.</p> <p>Pupils' absence will be monitored by the Assistant Headteacher. Where there are concerns, action will be implemented as per the Academy's policy.</p> <p>Authorisation for absence can only be granted by the Headteacher.</p> <p>Any leave of absence taken during term time without the Headteacher's permission is automatically recorded as an unauthorised absence.</p> <p>2. Punctuality</p> <p>Pupils are expected to present at the Academy and in lessons on time, for their own personal development.</p>

Any pupil who is not present at registration in the morning or afternoon will be marked “unauthorised absence”. This may be changed at a later point by the Assistant Headteacher.

Pupils arriving after the start of the school day but before the end of the registration period will be treated, for statistical purposes, as present but will be coded as late before registers close.

The start and end of lessons will be clearly indicated. If a pupil is not in the classroom at the start of lessons then they will be considered to be late.

Late pupils will be required to record the reasons for their tardiness before being re-integrated into the lesson.

Class teachers will be responsible for logging a pupil’s tardiness in the pupil’s planner to make teachers and parents/ carers aware of the situation.

If tardiness becomes a persistent problem, the Assistant Headteacher will take further action.

If a parent/carer is aware that a pupil is likely to be late then they are responsible for calling the Academy to make them aware of the issue as soon as possible in the morning.