

Attendance and Punctuality Policy

Policy Issued	28/1/24
Next Review	28/1/25
Lead Professional	Assistant Principals of Primary and Secondary.

Rationale:

Good attendance is the foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career.

Policy Statement

Our Academy actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy and to lessons on time. We strive for attendance that is consistently outstanding for all year groups.

The Ministry of Education and ADEK's view on attendance has been taken into account in drawing up this policy.

Outstanding – 98% and above

Good – 96%

Acceptable – 92%

Unacceptable – below 92%

Parental Agreement

It is important that parents, students and the academy work together to improve and maintain high attendance and punctuality rates.

The responsibilities of the parents include:

Following the school's procedures as detailed in the policy.

Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day.

Communicating with the school and providing the necessary evidence if a pupil is absent or has a medical appointment.

Understanding and upholding the academies policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student's enrolment for the following year.

The attendance and punctuality policy and the parent communication letter will be shared at the start of each academic year and with new families.

Attendance Procedures

Start of the School Day		
Foundation Phase	Primary Phase	Secondary Phase
<p>All Nursery and FS students are strongly recommended to be in school between 7:30 – 8:00am where staff are there to greet and welcome your child.</p> <p>Morning registration starts at 8:00am and lessons begin immediately. The register is taken by all teachers by 8:30am.</p> <p>Children arriving after 8:15am will be marked as late by the class teacher. The National Anthem is played at 8:00am.</p>	<p>All Primary students can be in school from 7:15am.</p> <p>Morning registration is at 8:00am and lessons begin immediately.</p> <p>Children arriving after 8:00am will be marked as late by the class teacher. The National Anthem is played at 8:00am.</p> <p>Anyone who arrives at the Primary entrance after 8:00am will be marked as 'Late Register Closed' by a member of the Primary Leadership Team or the receptionist in the reception area.</p>	<p>All Secondary students to be in school from 7:30am.</p> <p>Form time is from 7:40-8:00am.</p> <p>Registration is at 7:40am.</p> <p>The National Anthem is played at 8:00am.</p> <p>Students entering the Main Reception between 7:40 and 7:50 receive a "late slip" and form tutors will mark them as late. After 7:50am, students are marked in as Administration.</p>
<p>After 8.30am, the admin team will begin to contact parents via SMS for any 'absent unauthorised'. Admin team must update Engage as per feedback from parents.</p> <p>NB - 'absent unauthorised' is only to be used when we have had no reason given by the parents for the absence. The class teacher or admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.</p> <p>If the class teacher is absent the children will be registered by another member of staff as organised by the Head of Year and Director of Phase.</p> <p>This must be taken by no later than 8:30am.</p>		

Registration throughout the day

Foundation & Primary Phase

Registers are taken in the morning and afternoon.

The total number of students present in the class and the number of the students not in school must be written on the board at the start of each day

The afternoon register will be synched to the morning register for accuracy. It is the class teacher's responsibility to check this is accurate by doing a head count and checking the number on the board.

Secondary Phase (including Post 16)

Registers are taken in the morning in Tutor Time and every lesson has a register taken.

The afternoon register will be synched to the morning register for accuracy. It is the form tutor and Subject Teachers' responsibility to check for accuracy.

Early Departure from the Academy

Early departure from the Academy is not acceptable without a valid reason for safeguarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours.

Interrupting lessons is not only detrimental to the child's learning but that of the rest of the class too. If a parent wishes to collect their child early, the following procedure must be followed: Parents are required to fill in the Student Early pick up – E form Student Early pick up - E form and email it to the reception desk and class teacher by 11am on the day required for an early collection. We also request that all appointments are accompanied by an official letter/appointment card to ensure the rigour in our attendance and safeguarding protocols.

Should the situation arise where the 24-hour notice cannot be given, a QR code will be displayed at the security desk and in the main reception for you to fill in. Please be aware that without the notice, there will be a delay of up to 45 minutes in your child being collected and brought to the reception area.

Reception desk staff will have access to the early collection responses and will make all the necessary arrangements.

Monthly reports will be shared with the attendance officers and Assistant Principals overseeing attendance for monitoring of frequency of early collections.

Reception desk staff will fill in a hard copy of the Early Collection Form for the class teacher, Head of Year/Director approvals.

A Pin Code will only be included on the Primary Early Collection Forms.

Registration by the nurse

Any student who is sent to the nurse before registration, will be signed-in by the nurse. This will be monitored by the receptionists who will update the registers and email the class teachers to inform them where the student is.

The protocols for a student leaving the school as advised from the nurse will be:

Nurses to do Early Leave Form and liaise with Reception / Front Desk following usual protocols:

Primary – Pin Code to identify parents

Secondary – Contact and permission from home to leave school with parent/adult or independently (ie cab)

Planned Absence

Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.

Applications for any period of absence should be made on the leave of absence request form and submitted to the Attendance officer who shall refer it to the Directors of Phase.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The Academy will evaluate requests on a case-by-case basis and all requests made should include supporting documents.

Please note, the Academy **does not** authorise holidays during term time.

Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the return dates at the start of the academic year and after holidays.

Absence due to illness

If the reason for a student's absence is illness, they should be kept at home until they are fit enough to return to school.

This is particularly important to prevent the spread of communicable disease.

Communication is required from families by email to the Class Teacher/Form Tutor and the Attendance Officer before 7:30am.

This must be followed up by an email/hard copy of the HAAD sick note **if the absence is more than two days.**

Monitoring of patterns and repeated absence

It is the responsibility of the **class teachers** in Primary and **form tutors** in Secondary to monitor daily attendance and alert the Head of Year if attendance becomes a cause for concern.

Head of Year and Directors or Key Phase Leaders: weekly monitoring of attendance

Assistant Principals: Weekly reporting of attendance to PLT/SLT; termly analysis / review

Consecutive unauthorised absence	Phone call home or email. Reason to be obtained for absence for 2 or more consecutive days to ensure safeguarding of all students and supporting our policy on attendance.
Patterns of absence	Repeated absence, patterns of absence noted to be followed up through communication to parents re phone call, email or letter and parental meetings as necessary. Assistant Principals to review with team each half term, working with families.

Formal	<p>As part of our monitoring and communication, each half term the following will occur:</p> <p>Parent Teacher Consultations & reports – formal communication with parents. Where students' attendance continues to fall below 90%, a formal reminder of expectations will be sent from the class teacher/form tutor (Letter 1). The continuation of low attendance below 90% will result in a formal warning letter issued by the Head of Year. (Letter 2) Strategies will be implemented to ensure our attendance expectations are met, which will be reviewed accordingly. Persistent low attendance can jeopardise a child's re-enrolment in school.</p>
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Monitoring of patterns and repeated lateness - Review

Late arrival to school

EYFS/Year 1

Children arriving after 8:15am will be marked as late by the class teacher. The National Anthem is played at 8:00am

Primary

Anyone who arrives at the Primary entrance after 8:00am will be marked as 'Late Register Closed' by a member of the Primary Leadership Team or the receptionist in the reception area.

Secondary

Students entering the Main Reception between 7:40 and 7:50 receive a "late slip" and form tutors will mark them as late. After 7:50, students are marked in as Administration.

Please note that buses arriving late due to any reason, especially 'fog' will not be marked as late.

Class teachers / form tutors monitor their student's lateness to school.

Fortnightly monitoring of lateness across year groups informs interventions from Heads of Year and Key Stage Leaders / Directors.

Repeated lateness monitored by Assistant Principals each half term.

Attendance Officer & Reception to give reports of late arrival students.

Patterns	<p>Repeated lateness, patterns of lateness noted to be followed up through: Communication to parents re phone call, email or letter and parental meetings as necessary.</p> <p>Assistant Principals to review with team each half term, working with families.</p>
Formal	<p>As part of our monitoring and communication, each half term the following will occur:</p> <p>Parent Teacher Consultations & reports – formal communication with parents</p> <p>Where students' punctuality is consistently below 90%, a formal reminder of expectations will be sent from the class teacher/form tutor (Letter 1).</p> <p>The continuation of poor punctuality below 90% will result in a formal warning letter issued by the Head of Year. (Letter 2)</p> <p>Strategies will be implemented to ensure our attendance expectations are met, which will be reviewed accordingly.</p>

In summary, the school defines persistent poor punctuality as late to school 5% or more lates across the year for whatever reason.

Rewards to Promote the Important of Good Attendance

The school supports all students and promotes the importance of good attendance in the following ways: assemblies, certificates, House Points and newsletters.

Monitoring and Review

The policy will be reviewed every year or in the following circumstances:

- Change in legislation and / or ADEK guidance;
- As a result of another significant change or event;
- In the event that the policy is determined not to be effective.