



Attendance and Punctuality Policy

PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance in line with Ofsted requirements, ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

Date of last review:	September 2018	Author:	Education Directors
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Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
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POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Behaviour Model

1. Introduction

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark Charter Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

2. Aims

The aims of the Attendance Policy are:

- a) To raise the importance of good attendance in line with Ofsted requirements.
- b) Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c) To improve punctuality.
- d) Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

3. Guidelines

3.1 Reasons for absence

Parents and carers are asked to contact the academy office by phone or in person if their child needs to be absent from the academy.

3.2 Authorised absences

Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day. Medical Evidence may be requested

3.3 Unauthorised absences

Unacceptable reasons include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

3.4 Holidays/Trips

The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

3.5 Only the Principal can authorise absence.

4. Action taken when pupils are absent

4.1 There are occasions when absence is unavoidable. These include:

- a) Illness.
- b) Medical or education appointments.

4.2 If a parent knows in advance of absence due to an appointment, the academy office should be informed and the appointment card shown.

4.3 If a child is ill, the parent or carer should ring the academy to inform us and on return present a written note explaining the absence. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy so we can photocopy it.

4.4 The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message will be sent on the first day of absence.

5. What happens if Attendance is unacceptable

5.1 The Attendance Officer reviews the attendance of all pupils. If the attendance of a pupil falls below 97% the reasons for the absence are investigated.

5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:

- a) The Attendance Officer will write to the parent or carer.
- b) If the attendance does not significantly improve, a referral to The Attendance Team will be made. In non-improving situations a penalty notice may be served.

Ø See Appendix 1

5.3 If your child's attendance is unsatisfactory (below 95%) you are at risk of a referral to the Attendance Team and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

6. Lateness

6.1 The academy day starts at 8.50 and all academy doors are closed at 5.30

6.2 Pupils who arrive after this time must enter the academy through the main entrance. They must then be signed in at reception

6.3 Registers will close at 9.30 Children who arrive after this time will be marked as 'U' (unauthorised absence). Any child receiving 5 U's in any half term may be issued with a Fixed Penalty Notice.

6.4 The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the Principal is informed by the Attendance Officer.

7. Pupil absence and extenuating family circumstance

If parents or carers need to remove their child from the academy for any reason, they must write a letter to the Principal. No absences for holidays should be authorised, unless in extreme or exceptional circumstances. Permission for absence will only be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice.

8. Registers

These are important legal documents which must be completed carefully and promptly at the beginning of each lesson

Children entering the classroom via the academy office are late and should be marked as such, even if the register has not been taken yet.

9. Rewards and Sanctions

Children with 100% attendance are presented with a certificate at the end of each term/half term. Further prizes and awards may be presented for attendance.

Sanctions in the form of detentions may be applied for persistent lateness.

APPENDIX 1 :

PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:

1. When a child has 10 unauthorised absences a request is made to the Attendance Team for a Fixed Penalty Notice. They will write to the parent and give 30 school days in which to improve. If the child attends all 30 days the Fixed Penalty Notice is withdrawn.
2. If there are any absences without medical evidence then the Fixed Penalty Notice will proceed

Withdrawal of Penalty Notices:

7. The LA will withdraw any Notices issued if:
 - a) It can be established that the Penalty Notice was issued to the wrong person.
 - b) The use of the Penalty Notice does not conform to the terms of the Protocol.
8. Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.
9. Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn Notice.

Payment:

10. Arrangements for payment will be detailed on the Penalty Notice.
11. A Penalty Notice shall be for the sum of £60 if paid within 28 days rising to £120 thereafter until the final deadline of 42 days.
12. Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.
13. Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

Non Payment:

14. Non payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.