

POLICY TITLE: ATTENDANCE

STATUS **Statutory**

REVIEWED BY: TEFAT

DATE of REVIEW: Sept 2019

Aim:

Our attendance policy aims to encourage pupils to attend school regularly; Subsequently they will be able to take full advantage of the educational opportunities available.

Relationship to other policies:

The Academy policy on attendance should be read in conjunction with the policies on admissions, PSHE and session times, and any guidance provided by the school for staff on the registration of pupils.

Roles and Responsibilities:

The Principal will ensure that:

- Pupils are registered accurately and efficiently
- Attendance targets are set for individual pupils, classes and year groups
- Parents or guardians are contacted when reasons for absence are unknown or unauthorised
- Pupils' attendance and lateness are monitored regularly
- Academy attendance statistics are reported
- The attendance officer is provided with registers of attendance and supported in following up long-term absences or persistent absence
- Pupils absent for long periods because of ill-health receive appropriate learning support

Other staff will ensure that:

- Pupils are registered accurately and efficiently
- Pupils' attendance and lateness is recorded daily

Pupils will be expected to:

- Attend the Academy regularly
- Inform staff if there is a problem that might lead to absences

Parents and Carers will:

- Ensure the child attends school regularly
- Inform the Academy on the first day of non-attendance
- Discuss requested absences with the Academy in advance (e.g. family holidays, special occasions). NB Approval will only be granted in truly exceptional circumstances, at the discretion of the Principal

The Local Governing Body will ensure that:

- Long-term absence of any pupils is monitored.
- The SLT is held appropriately to account for meeting attendance targets
- Attendance data for whole Academy attendance is monitored.

REVIEW

- This policy will be reviewed by TEFAT

DATE OF THE NEXT REVIEW: July 2015