

Tiverton Academy Attendance Policy



September 2023 - 2024

'Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.'- DFE Sept 2022

'The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. 10. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.' DFE Sept 2022

Promoting good school attendance and reducing absence is vital to: promote children's welfare and safeguarding; ensure every pupil has access to full-time education; ensure that pupils succeed and ensure that pupils have access to a wide range of opportunities when they leave school.

This policy outlines the responsibilities of the school and parents in ensuring that pupils' attendance at Tiverton Academy is the best it can be.

Excellent teaching and learning as part of an exciting and broad curriculum motivates children to want to attend school. Accurate registers enable the school to recognise and act upon attendance patterns; staff follow the Register Protocols which are reviewed and shared at least annually and during staff induction.

Registers open at 8:45am and close at 9:05am each morning, then re-open at 12:15pm and close at 1:30pm each afternoon, unless otherwise agreed under exceptional circumstances by the SLT.

Lessons begin promptly at 9.00am. Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.

Children arriving after 9:00am are recorded as 'Late'.

Please see the table below which illustrates how lateness can impact on attendance at school.

5 minutes late per day	3 school days
10 minutes late per day	6.5 school days
15 minutes late per day	10 school days
20 minutes late per day	13 school days
30 minutes late per day	19 school days

Recognising and rewarding good attendance: Individuals termly – Children with 100% attendance for the term are awarded with a book token in an end of term attendance assembly.

Class teachers take registers at the start of morning and afternoon sessions, they celebrate good attendance and involve children in calculating the class attendance each day. Attendance reports are issued to parents annually by the class teacher as part of pupils' end of year Reports. Parents are able to request attendance records for their children by writing to the Principal.

During pupil induction, parents are asked to contact school on a child's first day of absence with a reason. If no reason is given, or further information is required, a phone call is made to parents. Home visits are routinely carried out by the DSL (designated safeguarding lead) if no contact can be made by phone, further information is needed or to see how a child is. Once sufficient information has been gained, an absence code is decided on, following DfE guidance . If a child is absent and contact cannot be made with parents directly (by phone or home visit) - and their whereabouts cannot be confirmed by any of the additional named contacts held by school - then the LA CME (child missing in education) team is notified immediately. The CME team is also notified if a child is known to have moved out of the area so it is not attending, or if a parent enquiring about a school place states that their child is not currently attending a school. Monitoring and addressing irregular attendance: The Safeguarding team are informed about any extended or persistent absence, where there are concerns about a child's welfare a joint home visit will be made by a member of the Safeguarding team.

Fortnightly, the Attendance team will meet to monitor cases where attendance is below 95%. For children whose absence has increased, actions are taken which aim

to prevent children becoming or remaining a Persistent Absentee (<90%). These actions may include sending out concern letters, making home visits, arranging medical or family support, referring the child to the mentoring team or setting up a Parent Contract. If there is no improvement after a minimum of three points of contact, a referral may be made to the LA's Attendance and Prosecution Service.

Term-time leave: The Principal will only authorise leave during term time in exceptional circumstances. A meeting must be arranged with Tracey Dunn (Principal), Liz Tennant (Vice Principal) or Sarah Mason (Pastoral Care Lead) where a leave of absence request form MUST be completed. Any leave taken during term time that is not for exceptional circumstances will be classed as unauthorised absence. Persistent periods of unauthorised leave will be referred to the Attendance and Prosecution Service, who may in turn issue a Penalty Notice.

All staff in school are responsible for promoting good attendance. The Pastoral care lead checks absence after each register period, and carries out first day calling and home visits as well supporting parents with improving their child's attendance. Class teachers discuss attendance daily and refer concerns to the DSL and Principal. The Attendance Lead is responsible for monitoring and improving attendance. The Pastoral Care Lead will work with children who are disaffected with school and families who need support. Birmingham City Council attendance department & Prosecution Service receive referrals and issue warnings and Penalty Notices.

Medical or dental appointments- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences and proof of appointment is needed. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Advance notification of appointments should be made to the office only, either by telephone or email. Applications for other types of absence in term time must also be made in advance.

Guidance for maintained schools, academies, independent schools and local authorities (DfE, September 2022)

[Fast Track Letter](#)