



Ark Ayrton  
Primary Academy

## ATTENDANCE AND PUNCTUALITY POLICY



## POLICY INFORMATION

### Named personnel with designated responsibility for Attendance and Punctuality

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2014/2015	Anne Chapman	Pauline Hewitt		Michael Gallagher
2015/2016	Anne Chapman	Pauline Hewitt		Michael Gallagher
2016/2017	Philippa Dawson	Pauline Hewitt		Michael Gallagher
2018/2019	Philippa Dawson	Pauline Hewitt		Mike Pye

### Policy review dates

Frequency of review:

Review Date	Changes made	By whom
May 2013	Policy created	
Sep 2015		
March 2017		Philippa Dawson
September		Philippa Dawson

### Ratification by Governing Body

Academic	Date of ratification	Chair of Governors

### Dates of staff training for this academic year

Dates	Course Title	Staff
Termly	School Attendance Team	Pauline Hewitt

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## 1 INTRODUCTION

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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 Ayrton 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

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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 To promote opportunities to celebrate and reward children for attendance and punctuality achievements.

## 3 GUIDELINES

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### 3.1 Reasons for absence

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

### 3.2 Authorised absences

- a 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.

- 3.3 Unauthorised absences
- a 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
- a The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.
- 3.5 Only the Headteacher can authorise absence.

## 4 ACTION TAKEN WHEN PUPILS ARE ABSENT

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- 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 keep us informed until the child returns. If a child is absent and has been prescribed medicine by the doctor, the parent/carer will need to bring the medicine or prescription into the academy so we can photocopy the information.
- 4.4 If a child is absent and we have not been informed, the parent or carer will be phoned and if there is no answer, a text message will be sent on the **first day of absence**.
- We will continue to try to make contact with the parent/carer and carry out a home visit if necessary until we receive an explanation for the absence.

## 5 WHAT HAPPENS IF ATTENDANCE IS UNACCEPTABLE?

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- 5.1 The attendance of all pupils is reviewed weekly. If the attendance of a pupil falls below **96%/ or 4 unauthorised sessions within a term** the reasons for the absence are further investigated.
- 5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:
- a At 4 unauthorised absences, the Headteacher will write to the parent or carer to warn them their child's attendance (unauthorised absence) is heading towards an unacceptable level. The situation is monitored and reviewed at subsequent weekly meetings by school staff.
  - b If no improvement is seen and the number of unauthorised absences moves to between 6 and 8, the Headteacher will write to the parent or carer with an FPN warning letter enclosing a leaflet about the FPN. An appointment is also requested to follow up this letter and information with the Attendance Officer, member of the Pastoral Team and/or the Deputy Head for Inclusion if appropriate. The situation is monitored and reviewed at subsequent weekly meetings by school staff.
  - c If no improvement is seen and the child has reached 10 unauthorised sessions within the term the Attendance Officer, in consultation with the Headteacher, sends an FPN request to the School Attendance Team.
- 5.3 If your child's attendance is unsatisfactory (below 96% with unauthorised absence) you are at risk of a referral to the School Attendance Team requesting a School Attendance Panel and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.
- 5.4 If the child is below 5 years of age, the School Attendance Team will not accept requests for FPN's. In this instance the academy will pursue the situation and in extreme cases a nursery place could be withdrawn.

## 6 LATENESS

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- 6.1 The academy day starts at 8.45am and all academy gates are closed at 8.45am.
- 6.2 Pupils who arrive after this time must enter the academy through the main entrances. They must then be signed into the late register.
- 6.3 Registers will close at 9.15am. Children who arrive after this time will be marked as 'U' (unauthorised absence). Any child persistently arriving late after the register closes and receiving 10 U's in any half term may be issued with a Fixed Penalty Notice.
- 6.4 There is a procedure for persistent lateness before registers close - a letter of concern is sent to parents/carers when their child has been late for school more than twice in a week. If, following this letter, the child is late again, the school will request a meeting with the parent/carers and child to discuss the situation, offer support if appropriate and monitor closely.
- 6.5 Stage Process registers for absence and punctuality are kept by the Attendance Officer and reviewed weekly.

## 7 HOW WILL THIS INFORMATION BE COLLATED?

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A register of absence and punctuality is kept. The Attendance Officer and the Deputy Head for Inclusion manage this register and meet regularly to decide necessary action.

## 8 PUPILS ABSENCE AND EXTENUATING FAMILY CIRCUMSTANCES

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If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form. **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.

## 9 COLLECTION AFTER SCHOOL

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- 9.1 School finishes at 3.45pm.
- 9.2 Staff will keep the children with them until 3.55pm. After this time children are entered into the "Late Collection Book" at the front office. On collection, parents/carers are asked to provide a reason for their lateness and sign the book.
- 9.3 As with punctuality and attendance, lateness is reviewed and discussed with parents if it becomes a cause for concern.

## 10 REGISTERS

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These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children arriving for school late, will be issued with a purple late card. They will take this to their classroom, hand it to their teacher. They will be marked as late.

## 11 REWARDS

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The class with the best attendance for each week is recognised, rewarded and presented with a cup and certificate in the whole academy assembly on a Friday morning every week.

## 12 CHILDREN MISSING EDUCATION (CME)

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We have a safeguarding duty in respect of our children and will rigorously pursue and investigate any unexplained absences. There are many circumstances where a child may become missing from education. Where necessary and appropriate we will adopt the local authority's procedures and policies for CME.

## 13 EQUALITY IMPACT STATEMENT

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We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we may assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.