SHENLEY ACADEMY
Attendance and Punctuality Policy

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<th>Department Owner</th>
<th>Operations (National)</th>
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<td>Section Owner</td>
<td>Education (National Attendance Lead)</td>
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<tr>
<td>Approver</td>
<td>Education &amp; Personnel</td>
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<tr>
<td>Date Approved</td>
<td>July 2016</td>
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Introduction

1.1 Attending school on a regular basis and being punctual is crucial for success. The best place for your child/children to be is in the Academy learning; any absence results in lost learning time.

1.2 Missing days of learning in succession (or over a period of time) makes catching-up more of a challenge for the pupil, and often they can find themselves falling behind.

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<th>Attendance during one school year</th>
<th>equals this number of days absent</th>
<th>which is approximately this many weeks absent</th>
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<tr>
<td>90%</td>
<td>19 days</td>
<td>4 weeks</td>
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<tr>
<td>80%</td>
<td>38 days</td>
<td>8 weeks</td>
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<tr>
<td>70%</td>
<td>57 days</td>
<td>11.5 weeks</td>
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1.1 Absence from school, whether authorised (valid reason) or unauthorised (no valid reason) affects an individual’s ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school.

1.2 Regular attendance at Shenley Academy is also a legal requirement.

2. Promoting attendance and avoiding absence from school

2.1 The purposes underpinning Shenley Academy’s attendance policy are to:

- encourage 100% attendance and punctuality;
- ensure that all those associated with the Academy understand the expectations in relation to attendance and punctuality;
- produce regular information about college, class and individual attendance and punctuality which will enable the Academy to monitor trends and patterns so that appropriate measures can be taken to improve attendance and punctuality and thus academic performance.

3. Expectations

3.1 We expect that our pupils will:

- regularly attend the Academy according to the published session times - ensuring they arrive at the Academy in time to be registered at the beginning of the morning session 8.35am.
- if they arrive late to the Academy but before the end of the registration period, go to their form room where their tutor will record them as late. If they arrive after the end of the form period, 8.45- 9.15am sign in at the late desk, after 9.15am, report to attendance office, where they will be registered on SIMS.
- if absent for a valid reason, they must remind their parent(s)/carer(s) of their responsibility to inform the Academy on the first day of absence and to provide a written note explaining the
absence upon their child’s return to the Academy. The student planner can be used for this purpose. If absent, students should make every effort to access and complete any work they have missed. Pupils should also check ‘show my homework’ on the Academy website during the period of absence to ensure that no independent learning is missed.

We expect that our parents/carers will:

- uphold the Home-Academy Agreement and Academy attendance contract to ensure regular attendance;
- ensure their child attends the Academy according to the published dates and session times, and that they are equipped for all lessons;
  
If your child is unable to attend the Academy, you must contact the attendance office, by 8.30am to explain the reason why. When your child returns to the academy, provide a written explanation for the period of absence. If proof is not shown your child will be given an unauthorised absent mark on their attendance record;
- avoid any absence from school for routine medical appointments during term time. Students having urgent medical or dental appointments must bring an appointment card or note from their parents/carers, which should be submitted to the attendance office. Where possible, every effort should be made to arrange appointments outside of core Academy hours, especially for ongoing treatment;
- not arrange holidays or leave of absence during term time. If there is a need for a student to take time off during term time then the student’s parents/carers should complete and return the ‘Request for leave of absence’ form to the Principal who will decide whether leave should be granted. The Academy will only grant leave during term time in very exceptional circumstances, in line with statutory regulations.

3.2 Note: Parents/carers who remove their child during term time without authorisation from the Principal risk incurring a financial penalty.

3.3 Shenley Academy will:

- send out a message via truancy call if your child is absent and we have not heard from you, asking that you please contact the academy to explain the absence.
- accurately record the attendance and any absence of a student; through a system of registering students in teaching groups and regular spot checks, identify any post registration truancy - informing parents/carers immediately should that occur;
- respond to any absence for which no parental explanation has been received after two days of absence with a telephone call, letter or visit to the student’s home address informing parent(s)/carer(s) of the absence;
- in the case of known long term absence: where appropriate, provide work for the student at home; and take appropriate action to achieve the successful reintegration of the student on their return.
4. **How will Shenley Academy respond to attendance issues?**

4.1 when problems of attendance arise the Academy will:

- Communicate by letter or email to inform you of the unacceptably low levels of your child’s attendance, and explain that we are monitoring your child’s attendance and expect it to improve immediately.
- If this is unsuccessful in addressing attendance issues, a member of the pastoral or senior leadership team will ensure parent(s) / carer(s) are aware of their responsibilities.
- If your child’s attendance does not improve then you will be invited to meet with the Principal to discuss the support can be offered and what the next steps are in ensuring the attendance improves.

Shenley Academy’s Attendance policy is in line with the E-ACT Attendance Strategy:

- All pupils with a good attendance are rewarded in line with the Academy Reward Policy.
- Attendance above 97% is expected by all our pupils
- There will be a response from the Academy for any pupil who has an attendance less than 97%. This will be to provide support through the Academy’s College and pastoral systems but may result in pursuing legal channels if their attendance is 90% or below, or if there is a pattern of ongoing unauthorised absence.

5. **Punctuality**

5.1 Punctual arrival at registrations in the morning and afternoon, as well as to lessons, is important as this instils good working practices in students both inside and outside of the Academy. It also portrays a serious approach to studying and making the greatest use of opportunities available to them.

5.2 Pupils are expected to:

- arrive for form registration at 8.35a.m. to begin each day with a positive and prompt start.
- arrive promptly at each lesson during the school day to enable maximum learning

5.3 The following actions will be taken if a pupil is late:

- Form Tutors will be aware of latecomers and will inform the Head of College, Pastoral Support Manager and the Attendance Office.
- The Head of College and Pastoral Support Manager will monitor and follow up repeated lateness, including appropriate support and sanctions.
- Academy interventions will be triggered when support and sanctions have made no significant improvement to the pupil’s punctuality.
- Subject teachers and subject leaders will take appropriate action with persistent latecomers to lessons.
- Parents/carers will be informed by Faculty Directors in instances of their son or daughter arriving persistently late to lessons.
6. Sanctions for poor punctuality

6.1 Sanctions for repeatedly lateness to registration include:

- Form tutor detention
- College late detention
- SLT detention

6.2 Sanctions for repeated lateness to class include:

- Curriculum-based detentions in the first instance
- Faculty-based detentions if lateness persists beyond the first intervention

7. References

7.1 For staff, further guidance is available in the staff handbook in the section on teaching and learning and in the relevant sections of the Academy website. The procedures within Shenley Academy are in line with the E-ACT Attendance Strategy.

7.2 For parents/carers, further information is published in the Shenley Academy Home-Academy Contract and in the relevant sections of the Shenley Academy website.

7.3 For students, guidance is printed in the student planner and in the relevant sections of the Shenley Academy website.


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Appendix

1. Attendance key messages for parents and guardians.

2. Flow chart of attendance intervention at Shenley Academy.