



An Daras Multi-Academy Trust

Attendance Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Version	v1.1
Statutory	Yes
Adopted v1.1	Autumn 2014
Review v1.1	Autumn 2015
Next Review v1.1	Autumn 2017
Advisory Committee	LGAB ADMAT Teaching, Learning and Achievement ADMAT Resources, Staffing and Safeguarding
Linked Documents and Policies	ADMAT Attendance Targets DfE Attendance Guidance - 2016

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Attendance Policy

Reviewed and adopted - **February 2014**

Reviewed by the ADMAT Board of Directors – **October 2015**

Rationale:

Good attendance at school is very important for a child's education and establishes a positive working ethos early in life. It is therefore a vital part of our Home/School Agreement.

We are aiming to secure a good attendance record for all pupils and are grateful to our supportive parents and carers who work with us to promote and encourage good attendance by their children.

Academy staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

100% attendance is our aim although we realise that this is not always possible due to illness or other circumstances.

We seek to recognise and reward very good attendance through the issuing of termly reward badges to children achieving an excellent attendance percentage.

To meet our objectives all academies have an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support regarding the attendance of our pupils.

95% attendance is our minimum expectation. Our overall annual attendance target for both academy schools will always be in excess of 95% attendance. This target will be set each year in conjunction with the LGAB and the Board of Directors.

Aims:

1. To further improve the overall attendance percentage of pupils at our academies
2. To provide support, advice and guidance to parents/carers and pupils.
3. To continue to develop positive and consistent communication between home and the academies.
4. To maintain a systematic approach to gathering and analysing attendance data.

5. To maintain an effective partnership with the Education Welfare Service and other agencies.

6. To recognise the individual needs of each pupil and family with regard to attendance.

Monitoring Attendance and Supporting Families:

The academies monitors the attendance data regularly and, where a child's attendance drops below 90% or if there are any unauthorised absences, this will be discussed at the termly meetings with the Education Welfare Officer (EWO).

Reasons for a child's absence or persistent lateness will be investigated and an informal meeting with parents will be arranged to see what structures and support can be put in place to achieve improvement.

Processes:

It is essential that the individual academy is informed of the reasons for a child's absence so that it can be recorded accurately.

All absence figures have to be reported to the Local Authority Education Welfare Officer and the Department for Education. Absence data is also recorded on a pupil's annual report.

It is vital that pupils arrive on time for the start of the academy day. This positive start establishes a good learning routine for the day.

We expect pupils to be in school ready to line up at 8.55am when the first bell sounds. Pupils arriving after this time must take their child to the main reception office where they will be marked as "late arrival". The attendance register officially closes at 9.15am arrival after this time will be marked as "unauthorised absence" unless there are exceptional circumstances.

Safeguarding and Child Protection:

The academies take the safety of every pupil very seriously and if they do not attend we need to have a prompt and valid reason for their absence. We must be sure that any pupil has not left home in the morning and failed to arrive at their academy. This is why we have a policy of immediate contact with parents or carers if we have not been contacted by phone, text, letter or email giving a valid reason for absence.

It is the parent/carers responsibility to inform the academy of any absence on the morning of the absence by 9.05am. If no valid reason is provided then this will be coded as an unauthorised absence.

The school implements guidance from the current Keeping Children Safe in Education document in regards to attendance issues.

Absence due to Ill Health:

When a pupil is unwell the academy should be called on the first morning of absence as early as possible and by 9.05am at the latest.

If a phone call or message is not received, the academies will attempt to contact the parent on the first day of absence by phone/and or text message.

We may require a letter explaining the reason why the pupil is not at school.

If we are unable to contact you and have no recorded explanation or letter explaining your child's absence it will be recorded as "unauthorised" and referred to the Educational Welfare Officer.

GP consent may be requested if a pupil has high levels of authorised absence through sickness and a parent will be invited to an informal meeting to complete the GP consent form. This will enable an appointed person from the individual academy to enquire if the pupil has attended the surgery but not to share any confidential information.

Appointments:

For out of school dental and medical treatment the academy offices should normally be informed in writing, in advance of the date and time of the appointment. We may also request to see a record of any pre-booked dental or medical appointments.

Holiday Requests during Term Time:

*"Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head teachers/principals may not grant any leave of absence during term time unless there are **exceptional** circumstances"*

"Exceptional" in this context is regarded as being unique and significant emotional, educational or spiritual value to the child: outweighing the loss of teaching time. This interpretation will have different parameters from one case to another, and it will be important to look at the whole situation in making decisions about any individual request.

*The normal expectation is that requests are likely to be **refused**.*

A request form and a letter explaining the need for agreed absence in Term time must be obtained from the individual academy office and returned to the Head of School ideally one month prior to the proposed date of the absence.

*No holiday booking should be made **prior** to a request being made.*

You may be asked to come in and speak with the Head of School or Executive Head teacher to discuss your request if the individual academy feels it is required.

The Local Governing Advisory Bodies and the Board of Directors have given delegated authority for requests of up to 2 days to the Executive Head teacher/CEO. Any requests for longer than this will be referred to a panel from the Local Governing Advisory Body and Board of Directors for a decision.

If a pupil is removed from the academies for an unauthorised holiday then the individual academy will refer it to the Education Welfare Officer. The EWO may issue a penalty notice which carries a fine. Non-payment of this fine can result in prosecution.

Term Dates:

These are published on each school’s website as well as being regularly listed in newsletters.

We aim to give as much notice as possible in order to assist parents with planning ahead.

Policy first agreed – **February 2014**

First review – **Autumn 14**

Second review – **Autumn 15**

Policy published on website – **Autumn 15**

Next Review – **Autumn 2017**

Signed..... Chair LGAB

Signed..... Head of School

Date.....