



**ATTENDANCE  
POLICY**

## DOCUMENT CONTROL

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Version	Date	Comments	Author
01	March 2011	Reviewed – no amendments required	Des Bird
02	November 2013	Legislative changes to ‘holiday absence’ incorporated	Guy Short
03	April 2016	Reviewed and updated	Sophie McCabe
04	October 2018	Reviewed	Sophie McCabe
05	May 2021	References 97% as target Added in academy flow chart to address attendance issues References role of attendance officer and their remit	Melissa Relph

## **1. INTRODUCTION**

West Lakes Academy is committed to maximising the achievement of all students. There is a clear link between good attendance and educational achievement. West Lakes Academy promotes outstanding attendance. Outstanding attendance ensures students thrive and have a wide range of opportunities beyond year 11.

## **2. AIMS OF THE POLICY**

To encourage all students to achieve their maximum potential.

To monitor and track students' attendance and punctuality through effective systems.

To encourage parents/carers to play the vital role of supporting the academy by encouraging their child to achieve good attendance and punctuality.

To work in partnership with parents, and students to ensure they succeed.

To promote good attendance, by recognising and rewarding good and improved attendance by individuals and groups of students.

## **3. ATTENDANCE AND THE LAW**

Parents must ensure that children of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.

The LA must provide school places to parents who wish their children to be educated at school. The academy must complete attendance registers at the beginning of the morning session and during the afternoon session.

Where a pupil is absent from school without authorisation for twenty consecutive school days, pupils can be removed from the admission register when the academy and LA have failed, after jointly enquiring, to establish the whereabouts of the child.

The LA has a duty to ensure that parents fulfil their legal responsibilities.

Failure by parents to ensure the regular attendance at school of a registered pupil, is an offence punishable by law (Education Act 1996 Section 444).

Fixed penalties can be issued by the Local Authority where the criteria for such a notice are met.

## **4. EXPECTATIONS**

### **Expectations students**

To attend regularly and punctually, fully prepared and equipped for the day. We encourage all students to strive to achieve a minimum of 97% attendance.

To follow agreed procedures in the case of lateness or absence.

## **Expectations of parents/carers**

To fulfil their legal responsibility by ensuring their child arrives on time and attends daily.

Contact the academy and leave a message if their child is absent by 8.30am.

To arrange holidays out of term time. Parents do not have an automatic right to remove their child from school during term time.

To inform the Form Tutor/Head of Year of any forthcoming appointments and wherever possible to arrange the appointment out of academy hours or during the school holidays.

The academy's response to requests for leave during term time;

Following Government guidelines introduced in September 2013 no leave of absence can be authorised by the academy for holiday during term time. We expect all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances we may authorise leave during term time and will consider each request on its own merits.

Any requests for leave during term time should be made in writing, by the parent/carer, providing the reason for making the request and stating specific start and end dates. The request should be submitted at least two weeks in advance of the intended leave.

The actual date that the child will return to school should always be provided by the parent/carer.

The Academy will inform parents in writing advising whether the leave is authorised or unauthorised, clearly stating why a decision has been taken. Parents/carers should contact the academy if any delays occur.

Failure to return to the academy on the expected day after leave may result in a student being taken off roll at West Lakes Academy and they will then need to reapply for a place. Parents should be aware that this process may not be successful because of the popularity of the academy and our oversubscribed nature.

**If students achieve 100% attendance (190 days) that is still an amazing 175 days holiday.**

Leave for religious observance

West Lakes Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

Leave may be granted for any day of religious observance if recognised by the parents/carers religious body.

Parents/carers are requested wherever possible to give advance notice if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than two days be designated for any individual occasion of religious observance/festival and no more than a maximum of three days in total in any academic year.

What parents/carers can expect of the academy:

A broad and balanced education that is dependent upon excellent attendance.

The encouragement and promotion of excellent attendance.

Regular, efficient and accurate recording of attendance.

First day contact with parents whose children are absent by text, email or a phone call.

Prompt action on any issues raised.

Liaison by appropriate school staff to address and work with students/parents on attendance issues.

## **5. ATTENDANCE PROCEDURES**

Clear information on attendance procedures will be provided for students and parents via the academy website, letters, leaflets, posters and academy literature.

### **Registration Procedures**

Registration is at 8.30am each morning. Students

should be present by 8.25am.

If students arrive after 8.30am they will be deemed to be late and recorded as such.

Students are registered in every lesson and formally for their PM mark in their afternoon registration.

### **Responding to Lateness**

Students arriving late will face sanctions such as a detention. Parents/carers will be informed by the Head of Year. If a student's lateness continues further steps will be taken to address the issue as appropriate.

### **The academy's response to absence/poor attendance**

Parents are asked to contact the academy on the first day of their child's absence.

All incoming messages will be recorded and information will be shared with Heads of Year and our Attendance Officers.

At Year Group/progress meetings, attendance issues will be discussed.

The Head of Year and attendance officers will target students with known attendance/punctuality problems and monitor students. Parents will be contacted if the student is absent by text or phone.

Where appropriate, strategies will be employed in order to address the attendance of individual students, including working with the Year Team, being on report, put in detention or the Isolation Room, meeting with and home visits by the Home Tutor and inviting parents/carers into the academy for Attendance Action Plans.

Where colleagues are concerned about a student's attendance, they may refer the student to external agencies.

At the end of every half term attendance information for each year group will be collated and reviewed.

The academy will at all times work with the LA and the structured system of sanctions it has laid down. The system of first a formal warning to parents, then the issuing of a fixed penalty notice (a request from the Headteacher to the LA) and finally prosecution will be observed in most cases of persistent attendance problems. The academy understands that this is the normal order of sanctions but that, in exceptional circumstances, a fixed penalty notice may be issued first.

### **Responding to and maintaining good attendance**

Every half term/term 100% attendance certificates are awarded to students and for students whose attendance has improved significantly.

Yearly certificates are awarded for 100% attendance. Form

groups are awarded termly.

Students with outstanding attendance and punctuality are selected for celebration rewards at the end of the year.

Responding to lateness to lessons.

Register should be taken at the start of the lesson.

Any student arriving late should be entered in SIMS as late and the number of minutes late recorded.

Students who arrive late to lesson should be instructed to attend the next Head of Year detention.

## **6. ATTENDANCE ROLES AND RESPONSIBILITIES**

### **The roles and responsibilities of staff in school - professionals involved with attendance**

#### **The Principal will:**

In conjunction with other academy staff the Principal will consider all requests for leave during term time and inform parents/carers within 10 school days, in writing of a decision.

**The Vice Principal will:**

Liaise with Heads of Year and external agencies as appropriate.

Agree and oversee Attendance Policy.

Agree and oversee the Attendance Plan.

Support the pastoral teams promoting outstanding attendance by monitoring attendance data monitoring that all the procedures in this policy are carried out and that all agreed actions are carried out.

Support the Principal in decision-making issues related to fixed penalty notices.

Report to Governors.

**The Attendance Officer will:**

Monitor attendance across all year groups and implement the attendance flow chart of procedures (see annex 1) alongside the Heads of Year

Promote outstanding attendance across all year groups by offering rewards and incentives for good attendance at the academy

Work with external agencies to support all students to attend the academy regularly

Conduct home visit students and parents at home to support students to regularly attend the academy

Work in partnership with the Local Authority to ensure all young people at the academy have outstanding attendance

**The Heads of Year will:**

Monitor attendance data for all students in their year.

Discuss students who they are concerned about.

Monitor individual students with known punctuality/attendance problems below 95%.

Support the role of the Form Tutor and liaise with staff to improve attendance.

Alert Attendance at the LA of students with 5 days unexplained absence (statutory is 10 days), but if it is a LAC the MAST needs to be notified after 3 days absence if their attendance is below 95%.

Address attendance issues every week.

Meet with students to discuss attendance and punctuality issues.

Visit students and parents at home to discuss attendance and punctuality issues.

Constantly check on the attendance and punctuality of students.

Discuss safeguarding concerns with the DSL.

**Annex A**

Attendance procedure

