



## DRET Attendance and Registration Policy

### Introduction/Overview

Regular attendance and punctuality are important if children are to take part fully in the life of the academy and take advantage of the learning opportunities offered by the academy. We recognise that attending this academy regularly and being punctual is vital to the educational process and encourages a good pattern of work.

Policy			
Version	Date Approved by Trustees	Date Released to Academies	Next Review Date
V1.0	28 June 2016	1 September 2016	January 2018

## 1. Purpose

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take action to seek improvement if appropriate.
- To identify authorised and unauthorised absence and take appropriate action.
- To establish a common academy procedure for responding to absence.

## 2. Procedure

### 2.1 The Principal will:

- Ensure that pupils/students are registered accurately and efficiently.
- Liaise with the governing body to set attendance targets for the academy.
- Ensure that parents or carers are contacted on the same day when reasons for absence are unknown or unauthorised to ensure the child is safe.
- Monitor pupil/student attendance and lateness.
- Report academy attendance statistics to the governing body and Trust.
- Provide the attendance team with registers of attendance and attendance statistics and support in following-up all absences when this affects overall attendance
- Ensure that pupils/students absent for long periods because of ill health receive appropriate learning support.
- Analyse attendance data and compare with previous years.
- Work with outside agencies and parents to promote good attendance
- Work with outside agencies and parents to resolve issues where attendance is poor

### 2.2 All teachers are expected to:

- Register pupils/students accurately and efficiently.
- Register pupil/student attendance and lateness at the start of morning and afternoon sessions.
- Encourage pupils/students to attend the academy regularly and inform the attendance team if there is a problem that may lead to absences.

### 2.3 Pupils will be encouraged to:

- Attend the academy regularly and on time
- Inform staff if there is a problem that may lead to absences.

### 2.4 Parents and carers will be asked to:

- Ensure the child attends the academy regularly and is on time.
- Inform the academy on the first day of non-attendance giving the reason why.
- Discuss planned absences with the academy in advance and ensure that these are only in exceptional circumstances
- Work with the academy and outside agencies to maintain good attendance rates
- Work with the academy and outside agencies to overcome poor attendance

### 2.5 The Governing Body will:

- Ensure that they are informed about the long-term absence of pupils/students.
- Ensure the Policy is up-to-date and reviewed regularly.

Support the academy in its application of the policy through demonstrating high expectations for attendance to parents

Keep parents informed when attendance is in danger of becoming below that expected

### 3. Understanding types of absence

3.1 Every half-day absence from the academy has to be classified by the academy (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

3.2 Authorised absences are mornings or afternoons away from the academy for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

3.3 Unauthorised absences are those which the academy does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes (but not limited to):

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- holidays taken in term time because they are cheaper than non- term time
- shopping, looking after other children or birthdays
- day trips and absences in term time which have not been agreed.

3.4 Any problems with regular attendance are best sorted out between the academy, the parents and the child. If a parent feels they need support getting their child to school regularly and on time then we will work with that family to understand the root problem. We can use outside agencies to help with this such as the School Nurse or the Parental Support Adviser.

### 4. Persistent Absenteeism (PA)

4.1 A pupil becomes a 'persistent absentee' when their attendance is below 90% across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and our academies need parent's fullest support and co-operation to tackle this.

4.2 Academies monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and the academy will inform the parents/carers immediately.

4.3 PA pupils are tracked and monitored carefully and this is also combined with academic tracking where absence affects attainment.

4.4 Any PA pupils whose attendance falls below 80%, their parents may be subject to an Action Plan. The plan may include: allocation of additional support through the School Nurse, Parent Support Adviser or Education Welfare Officer. The academy may also use circle time, individual incentive programmes, individual targets and participation in group activities around raising attendance.

### 5. Resources

5.1 Each academy will provide their own processes and procedures for the following:

- First Day Response
- Monitoring of absence
- Referral of case information to LA
- Missing Children
- Unexplained absences
- Lateness (before registers close)

- Promotion of Good Attendance and Punctuality

5.2 The Director of Academic Studies will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

5.3 This policy does not form part of any employee's contract of employment. The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chair of the Local Governing Bodies.