



**PADGATE  
ACADEMY**

# Attendance and Punctuality Policy

Date approved by the Governing Body	25 June 2019
Signature of Chair of Padgate Academy Governing Body	Mr G. Wilson
Signature of Academy Principal	Mrs M. Barclay
Date of next review	June 2021

## Contents

1.0	Padgate Academy attendance policy aims to:.....	3
	Being at Padgate Academy .....	3
2.0	Expectations.....	3
3.0	Registers, Punctuality and Lateness .....	5
	Student Leaving During the Academy Day.....	5
4.0	Leave of Absence .....	6
	Truancy Monitoring .....	6
5.0	Failure to ensure regular academy attendance.....	6
6.0	Changing schools .....	7
7.0	Appendices 1.....	7

## 1.0 Padgate Academy attendance policy aims to:

- Support students and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- Ensure that all students have full and equal access to the best education that we can offer in order to increase learning and attainment
- Enable students to progress smoothly, confidently and with continuity through the academy
- Make parents/carers aware of their legal responsibilities
- Ensure attendance meets Government and Padgate Academy targets

### Being at Padgate Academy

A good education at Padgate Academy lays down the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents and the academy staff should work in partnership to make education a success thus ensuring that all students have full and equal access to all that the academy has to offer. As an academy, we will encourage parents to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. It is the responsibility of parents to ensure that their children arrive at the academy safely.

## 2.0 Expectations

### **We expect that all students will:**

- Attend Padgate Academy every day
- Attend Padgate Academy punctually
- Attend appropriately prepared for the day
- Discuss promptly with their Form Tutor or member of the Attendance Team any problems that may affect their attendance

### **We expect that all parents will:**

- Ensure regular attendance and be aware of their legal responsibilities
- Ensure that their child arrives at Padgate Academy punctually and fully prepared for the academy day
- Contact Padgate Academy promptly whenever any problem occurs that may keep their child away from Padgate Academy
- Notify Padgate Academy of any home circumstances that might affect the behaviour and learning of their child
- Notify Padgate Academy immediately of any changes to their details
- Ensure that they contact the academy on a daily basis in case of absence, or if known in advance, whenever their child is unable to attend Padgate Academy. This can be done by phone call or email ([attendance@padgateacademy.co.uk](mailto:attendance@padgateacademy.co.uk))

Examples of absences that may be considered by Padgate Academy:	Examples of unacceptable absences that will NOT be authorised:
<ul style="list-style-type: none"> <li>• genuine illness of the student;</li> <li>• hospital/dental/doctor’s appointment for the student;</li> <li>• major religious observances</li> <li>• visits to prospective new Educational Institutes</li> <li>• external exams or educational assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• shopping/day trip/visit to a theme park;</li> <li>• a birthday treat;</li> <li>• oversleeping due to a late night;</li> <li>• looking after other children/other family member;</li> <li>• appointments for other family members.</li> </ul>

**We expect that Padgate Academy will:**

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any child’s or parent's concerns
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child’s attendance and punctuality
- Contact parents when a child fails to attend and where no message has been received to explain the absence. The attendance officer operates a “First Day” Contact system if a student is absent.
- A text or phone call will be made on the morning of the first day of absence if Padgate Academy has not received prior notification of absence been informed of any absence. A home visit by Attend EDC will be triggered if no contact is received.
- Follow up all unexplained absences to obtain explanations from parents.
- Although parents may offer a reason, only the academy can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested
- Encourage good attendance and punctuality through a system of reward and recognition
- Regularly inform parents of the % attendance of all students
- Make initial enquiries regarding students who are not attending regularly
- HOL Meet regularly with the Attendance Manager to monitor and support academy attendance/punctuality
- Padgate Academy have employed Attend EDC an independent Education Welfare Service to support with unnecessary absence
- Refer irregular or unjustified patterns of attendance to Education Safeguarding Welfare Team.
- Notify the Local Authority (LA) after 15 days sickness
- Notify the Education Safeguarding Welfare Team after 10 days unexplained absence

### 3.0 Registers, Punctuality and Lateness

Punctuality to the academy is crucial. Lateness into the academy causes disruption to that individual's learning and to that of the other students in the class. It is paramount therefore that all students arrive at Padgate Academy on time. For students the academy doors are open from 8.00am and breakfast is available every day in the dining room from 8.00am – 8.35am

- By law, academies must take a morning and afternoon register and record the attendance or absence of every student
- Registration takes place at 8.40am and students who arrive after 8.50am will be recorded as late to the academy, students arriving after 9.00am will have to sign in at reception and spent period 1 in isolation.
- This lateness is recorded as an unauthorised absence and can be subject to prosecution by the Local Authority.
- Students arriving late will receive an academy sanction in line with current behaviour policies.
- Afternoon registration is taken at 13.05pm during 13.35 during academic review.
- Persistent lateness by a student will be dealt with through the Heads of Learning
- Students' attendance and punctuality is recorded on their SIMS report and will be passed on to future Educational Institutions or employers if requested.

#### Student Leaving During the Academy Day

- During academy hours the academy staff are legally in loco parentis and, therefore, must know where the students are during the academy day.
- Students are not allowed to leave the premises without prior permission from the academy.
- Whenever possible, parents should try to arrange medical and other appointments outside of academy time.
- Parents are requested to confirm in writing, by letter, phone call or email, the reason for any planned absence, the time of leaving and the expected return time, such as a medical or dental appointment card.
- Students must be signed out on leaving the academy and be signed back in their return.
- Where a student is being collected from the academy, parents are to report to the academy office before the student is allowed to leave the site and complete the security questioning protocol.
- Students with permission to leave will be given a written authorisation slip by the academy in case of being stopped by, for example, the Police.
- If a student leaves the academy site without permission their parents will be contacted. Should the academy be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the students as a missing person.

## 4.0 Leave of Absence

The academy holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence will not be authorised during these assessment periods. INSET days are published as soon as the academy have agreed these, but may be subject to change.

In line with the Government's guidance in 2018 (appendix 1) holidays during term time will NOT be authorised. The Principal and Governors have determined that:

Principals should only authorise leave of absence in exceptional circumstances. If a Principal grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

- Where leave of absence in term time is due to exceptional circumstances, an application must be made in writing to the Principal who will consider the application on behalf of the Governing Body no less than 4 weeks prior to the requested date. Consideration will then be given to the student's previous academy attendance and that the time requested does not exceed ten academy days in any one academic year
- If leave is taken without prior authorisation by Padgate Academy, it will be recorded as an unauthorised absence and the referral to the Attend EDC team will be made to undertake home visits.

### Truancy Monitoring

When a student comes to the notice of the Attendance Manager through daily attendance data monitoring, the student's pattern of attendance is investigated. If there are unauthorised absences in the preceding 4 months, a warning letter may be sent to the parent(s). A referral to Attend EDC will be made.

## 5.0 Failure to ensure regular academy attendance

Padgate Academy hold regular attendance panels in conjunction with the Attend EDC Education Welfare Team, any parents whose children are identified as a cause for concern will be invited to attend. If there is no improvement in attendance Padgate Academy will refer the case to the Targeted Services Local Support Team, who works in partnership with the academy and parents in support of students who are failing to attend Padgate Academy on a regular basis.

Education Welfare may also issue a Penalty Notice to parents who are failing to secure their child's regular academy attendance and are not engaging with supportive measures to improve attendance proposed by the academy or Education Welfare Officers. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

## 6.0 Changing schools

It is important that if families decide to send their child to a different school that they inform Padgate Academy in writing as soon as possible. A student will not be removed from the academy roll until the following information has been received and investigated:

- The date the student will be leaving Padgate Academy and starting the next school
- The address of the new academy or school
- A new home address if appropriate

The student's personal records will then be sent to the new educational institute. In the event that the academy has not been informed of the above information, the family will be referred to the local authority Education Welfare.

## 7.0 Appendices 1

<https://www.gov.uk/government/publications/school-attendance>

School attendance - Guidance for maintained schools, academies, independent schools and local authorities - September 2018

Ref: DFE-00257-2013