



Attendance Policy

Aim

- To ensure the children at Pheasant Bank Academy receive their right to an education through regular attendance at the academy.

Purpose

- To achieve 97% or greater attendance on a termly basis
- To enable children to maximise their access to the broad and balanced curriculum
- To ensure equality of opportunity, as attendance is a significant factor
- To support the development of positive attitudes towards and within the academy
- To foster an understanding of the importance of reliability and punctuality in everyday life to help prepare children for life in modern Britain
- To promote peer acceptance

National/Local Guidance

This Policy should also be read in conjunction with the following National Guidance

- DfE: School Attendance. Departmental Advice for Maintained Schools, Academies, Independent Schools and Local Authorities (October 2014)
- DfE: Keeping Children Safe in Education. Statutory Guidance for Schools and Colleges (September 2016)
- DfE: Children Missing Education. Statutory Guidance (September 2016)

The importance of regular attendance is raised as a whole academy issue through:

- Academy newsletters
- The Head of Academy report to the Education Advisory Board
- Weekly assemblies
- Half Termly celebration assemblies
- Whole academy displays

Attendance is raised as an issue to classes and individuals:

- At daily registration by class teachers
- Class displays updated weekly
- By the attendance administrator through telephone calls, letters home and text messaging
- Daily home visits by the inclusion team, Attendance Officer or Head of Academy

- By the Educational Welfare Service through formal warning notices

Procedures in place to monitor/address attendance issues

- Registers monitored daily each morning
- Absentees contacted by phone/text within the first hour
- Email from Attendance Officer to Inclusion team, Head of Academy and Assistant Principal to notify of any absentees
- 50% of absentees will be visited daily (priority will be children who are classed as persistent absentees)
- Trends in absence monitored
- Weekly monitoring of all pupils attendance
- Termly letters to parents of children with below 95%
- Termly print outs of attendance issued for every family
- Parents contacted by class teacher/Head of Academy/ Inclusion team as appropriate – offer advice/support to parents having difficulty getting children to the academy/ensure understanding of importance of regular attendance. Action plan will be created to support
- Formal letter outlining consequences of continued persistent absence
- EWO implements formal procedures – this may include fines for parents

Medical Appointments

- Families are encouraged to make appointments out of school hours
- Medical appointment cards must be seen by the school office for authorised permission to be given

Holidays in Term Time

Every school day counts towards your child's future. Days off school add up to lost learning. In total there are 175 non school days a year. This gives families the opportunity to spend time together, go on family visits, go on holiday, go on days out and attend routine appointments.

The law says that parents/carers do not have the right to take their child out of school for holidays during term time. If you take your child on holiday during term time without the academy's permission this will be recorded as unauthorised absence and may result in parents being issued with a fixed penalty notice.

Why shouldn't I take my child on holiday during term time?

It has a negative effect on a child's learning and ability to achieve.

190 days of learning = 100%

10 days absence = 95% attendance

19 days absence = 90% attendance

29 days absence = 85% attendance

38 days absence = 80% attendance

47 days absence = 75% attendance

The Head of Academy and Education Advisory Board may not grant any leave of absence/holiday during term time.

Only in exceptional circumstances will leave of absence be granted. Examples of exceptional circumstances include a member of the service personnel who is prevented from taking holidays outside term time, acute family crisis, court order / formal agreement.

How do I request a leave of absence for a family holiday?

All requests should be made on an "application for leave of absence for annual holiday" form which is available from the academy.

This form should be submitted no later than 21 days before the start of the holiday.

Rewards for Good Attendance

- Class teacher praise
- Pupil Reward Points
- Weekly Class Awards
- 100% Special Class Award
- Weekly 100% prize draw
- Termly award certificates

Procedures to monitor / reduce late arrivals

- Late records monitored daily
- Trends identified
- Parents contacted
- Support offered as appropriate e.g. Breakfast Club, reward chart, parental advice

Children Missing in Education

The academy has safeguarding responsibility to investigate any unexplained absences. The academy will report to the Local Authority Education Officer, any child who has not returned to the academy after an authorised absence, or is absent the academy without authorisation; and will make reasonable enquiries to establish the whereabouts of the child.

Date approved: January 2017

Next Review Date: January 2019 (every 2 years)