



Morley Place  
Academy

# Attendance Policy

January 2017

*Next review: January 2018*

## **Aims**

Our attendance policy aims to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning
- Enable pupils to progress smoothly, confidently and with continuity through the academy
- Make parents/carers aware of their legal responsibilities
- Ensure attendance remains at or above Government and Local Authority targets

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

## **Expectations**

**We expect that all pupils will:**

- Attend the academy every day
- Attend the academy punctually
- Attend appropriately prepared for the day

**We expect that all parents/carers will:**

- Ensure regular academy attendance and be aware of their legal responsibilities
- Ensure that their child arrives at the academy punctually and prepared for the school day
- Ensure that they contact the academy **daily** of absence or if known in advance, whenever their child is unable to attend the academy
- Contact the academy promptly whenever any problem occurs that may keep their child away from the academy
- Notify the academy of any home circumstances that might affect the behaviour and learning of their child
- Notify the academy immediately of any changes to contact details

**We expect that the academy will:**

- Provide a welcoming atmosphere
- Celebrate good attendance and punctuality
- Provide a safe learning environment
- Provide a sympathetic response to any child's or parent's concerns
- Maintain 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
- 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, a plan will be drawn up to maximise attendance
- Make initial enquiries regarding pupils who are not attending regularly

- Meet regularly with the attendance representatives from the Trust and when possible the Education Welfare Officer (EWO) to monitor and support academy attendance and punctuality
- Refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order
- Will notify EWO after 10 days continuous unexplained absence
- Children with attendance below 90% are classed as a persistent absentee (PA). PA figures are reported to the government
- Will put a copy of the policy on the academy website
- Will report key facts and figures to governors at each full board meeting

**Examples of absences (this list is not exhaustive):**

**Authorised absences:**

- Genuine illness of the pupil
- Hospital/dental/doctor's appointment for the pupil
- Major religious observances
- External exams or educational assessments.

**Unauthorised absences:**

- Shopping /day trip / visit to a theme park
- Birthday treat
- Oversleeping due to a late night
- Looking after other children / other family member.
- Appointments for other family members.

**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 pupils in the class. It is paramount, therefore, that all pupils arrive at school on time. School starts at 08:30 for Key Stage 2 and the playground is open from 08:15am when a member of staff is on duty.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. Morning registers close at 09:00 and after this lateness is recorded as an unauthorised absence. Afternoon registration is taken at 13:10pm Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

**Pupils Leaving During the School Day**

During school hours the academy staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Pupils are only allowed to leave the site with an adult
- Pupils 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 school time
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time
- Pupils must be signed out on leaving the academy and be signed back in on their return

- Where a pupil is being collected from the academy, parents are to report to the academy office before the pupil is allowed to leave the site
- If a pupil 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 pupils as a missing person.

### **Pupils Leaving at the End of the School Day**

- Only older siblings or relatives who are 16 or over can collect pupils from the academy.
- If parents/carers are unavoidably delayed and are unable to collect their child at the correct time the teachers will ask the child to remain in the classroom for approximately 10 minutes and then the teacher will bring the child to wait in the main entrance to the academy. We encourage parents to contact the academy if they are going to be late to avoid children getting worried or upset.
- It is always preferable for a parent or carer to collect children but it is recognised that older children may walk home unaccompanied.
- Parents are requested to inform the school if collection arrangements change.

### **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 amendments to the 2006 regulations holidays during term time will not normally be authorised. The Headteacher and IEC have determined that:

- In exceptional circumstances permission may be granted for a maximum of ten days of holiday
- Where leave of absence in term time is due to exceptional circumstances, a letter outlining the reasons must be submitted for consideration by the Head Teacher on behalf of the school governors/IEC
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified. Letters received retrospectively will not be considered.

### **Penalty Notices**

Penalty Notices can be issued for unauthorised leave and if a parent/carers fails to ensure regular school attendance.

### **Penalty Notices for Holidays**

In accordance with guidance from DMBC, holidays will not be authorised by the school and a Penalty Notice may be issued.

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following, which has been amended to reflect the DMBC guidance for 2016/17:

- If a parent or carer removes their child/ren from school for a holiday, unless there are exceptional circumstances the holiday will not be authorised and they will be advised that and Fixed Penalty Notice (FPN) may be issued.
- DMBC will check the attendance at the point of issue and at the point of considering prosecution. They will consider the level of attendance over the last 3 terms.

- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Penalty notices are issued to each parent, for each child.

### **Changing Schools**

It is important that if families decide to send their child to a different school/academy that they inform Morley Place Academy as soon as possible.

A pupil will not be removed from the academy roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The pupil's records will then be sent to the new school. In the event that the academy has not been informed of the above information, the family will be referred to the local authority Tracking Officer and Education Welfare.

### **Further information on school attendance:**

<http://www.doncaster.gov.uk/services/schools/promoting-good-attendance>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/401467/parental\\_responsibility\\_measures\\_for\\_school\\_attendance\\_and\\_behaviour.pdf.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401467/parental_responsibility_measures_for_school_attendance_and_behaviour.pdf.pdf)

## Attendance Thresholds

