

ATTENDANCE POLICY - STUDENTS

Aims

The Academy aims to promote the maximum attendance from all our students so they may achieve their full potential. Students who have 100% attendance throughout the year will receive special commendation. Poor attendance impacts negatively on pupil performance. In view of this we acknowledge our fundamental role in ensuring good patterns of attendance and also acknowledge parents' legal responsibility to ensure that their children attend school regularly.

To this end we will:

- Raise awareness of the importance of regular attendance and punctuality through the Pastoral Care Programme.
- Keep attendance records for every class from Year 8-14.
- Reward students who have achieved 100% attendance throughout the year.
- Ask that parents contact the school before 8.50am if their child is going to be absent that day.
- If parents have not got in touch as requested then the automated call system will contact parents by phone or text on the first day of their child's absence.
- A summary of those students contacted will be left in the pigeon hole of the relevant Year Head for follow up action at registration the next morning.
- Ask that parents supply their child's Form Teacher with a written explanation for absence on their immediate return to school .
- Produce monthly printouts which identify individuals with unacceptable levels of attendance and punctuality and work with these pupils to achieve improvements.
- Liaise closely with parents so that school and home can work together to assist improvement.
- Liaise with the Educational Welfare Officer who in turn will contact parents of students whose attendance is causing concern.
- Provide parents with a printed record of their child's attendance and punctuality at the end of the autumn and summer terms.
- Encourage parents to make medical and dental appointments outside of school hours.
- Encourage parents to plan family holidays during school holiday times so as not to disrupt curricular provision.