

WEST PARK ACADEMY

Attendance and Punctuality Policy



Date to be reviewed:

October 2019

Introduction

West Park Academy aims to ensure maximum attendance for all its pupils.

Objectives

To ensure all pupils receive a full education and benefit fully from the wide range of educational experiences on offer in our Academy.

1. First Day calling – if we do not know why a child is absent by 9.15 am, the office will text parents/guardian. . If parents/guardian do not reply by 9:30 pm Mrs Graham, the Home School Family Co-ordinator will call the parents/guardian.
2. **All children need to be in school by 8.45 am.** Any children who are persistently late will be referred to the Home School Family Co-ordinator, Mrs Graham. She will contact the parents to arrange a meeting to explore ways to support the family in improving punctuality. If a child's punctuality does not improve we will refer the family to the Family Support Team at the Local Authority and if after their involvement punctuality has still not improved, the Academy will actively seek the Local Authority to take action against the parent of the child concerned and a Penalty Notice may be issued.
3. Registration will close at 9.00 am and any child arriving after this time will be marked as **U** and recorded as an absence.

Holiday Absence

4. Parents requesting a holiday in school time must complete a Holiday Absence Form (available from the school office or on the website www.westparkacademy.org.uk - click on Our Policies and then Forms). This form will be returned to parents indicating their child's current attendance %.
5. All holidays taken during term time are unauthorised and if the child's attendance falls below 85% in the term following the holiday, parents/guardian may be issued with a penalty notice from Darlington Borough Council.
6. If a parent feels there are exceptional circumstances as to why they need to take a holiday during term time they can appeal in writing stating their exceptional circumstances. The Principal will consider their request and reply within 10 working days of her decision.

General Absence

7. If a child's absence falls below 92%, a letter will be sent to parents/guardian pointing out their child's absence is becoming a cause for concern. If a pattern of absence is beginning to be noted, eg every Monday morning or Friday afternoon, a meeting will be arranged by Mrs Graham, the Home School Family Co-ordinator to meet with the parent/guardian to discuss the reasons.
8. If a child's attendance falls below 90% a letter will sent out arranging a meeting with the parents/guardian to see how we can support and encourage parents to get their child to school on time or attend.

9. If attendance does not improve after a 85% meeting, a letter will be sent out explaining that if attendance does not improve, a member of the Family Support Team will be involved in their child's poor attendance. At this stage no absence will be authorised unless it is accompanied by a doctor's note. The parent/guardian will be responsible for paying for any costs incurred by this.

10. If after the involvement of the Family Support Team attendance still has not improved, we will actively seek the Local Authority to take action against the parent of the child concerned and this may lead to a Penalty Notice being issued or a 15 day warning given.

11. Evidence must be shown to the office for every appointment, eg medical/dental/hospital. This is then noted on our database. If evidence is not available by the time of the appointment, parents must get this evidence at the appointment or as soon as possible thereafter.

12. Where there are at least 10 sessions recorded as unauthorised absence and attendance has fallen below 80% **(other than holiday absence)** during any six week period, a warning will be served on the parent(s) giving them a 15 school day period in which to effect an improvement in their child's attendance. If there are any sessions missed within that 15 school day period, as a result of unauthorised absence, a Penalty Notice will be issued.

13. Parents will be able to access their child's attendance from the school website.

14. Parents will be reminded by the school newsletter that absences need to be reported on the first day.

15. Each week during an assembly, the classes with the highest attendance will be presented with a certificate. At the end of each term the class with the best overall attendance will be given a reward. At the end of the summer term the class with the overall highest attendance will receive an award

16. 100% attendance ~ Pupils with 100% attendance for the year are presented with an award

17. You can view this policy on our website www.westparkacademy.org.uk (click on Parents and then Attendance/Absence).

Monitoring and Evaluation

1. An annual record of attendance will be presented to the Board of Trustees.
2. The Principal will monitor the attendance using the methods described in the above procedures

Conclusion

Although it is the duty of parents to ensure that all children of compulsory school age receive suitable full time education, the school has an important role to play in achieving this.

Attendance Target for the academic year 2018/2019 is 97%.