

# UFFCULME ACADEMY TRUST ATTENDANCE POLICY

## Statutory Duties

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all students of compulsory school age who are on the school's admission roll.

The aim of the attendance policy is to encourage students to attend school regularly; subsequently they will be able to take full advantage of the educational opportunities available to maximise their life chances.

## Through this policy we aim to:

1. Encourage full attendance and punctuality.
2. Record and monitor attendance and absenteeism.
3. Respond quickly to absenteeism and apply appropriate strategies to minimise its occurrence.

Attendance issues are dealt with by senior staff who will liaise with class teachers, tutors, heads of year or key stages and the Educational Welfare Officer (EWO) under the management of the designated member of the Senior Leadership Team

Students who have frequent short term medical absences may be asked to provide medical evidence of the absence following consultation with the EWO.

Holidays in term time will not be authorised unless there are exceptional circumstances which prevent the student taking the holiday when the school is not in session.

## Attendance Targets

Wherever possible students should aim for 100% attendance but we recognise that this is not always possible. Therefore Uffculme Academy Trust sets 96% as a minimum realistic target attendance for every child.

Pupils whose attendance is below 92% are monitored by school staff.

Where a pupil's attendance falls to 85% or below the EWO is involved and plans for improving and maximising attendance will be discussed

## **Roles and Responsibilities**

**Schools Within Uffculme Academy Trust** are expected to:

- Register students' attendance accurately and efficiently within SIMs
- Set attendance targets for the school and for individual students as necessary.
- Contact parents or guardians when reasons for absence are unknown or unexplained.
- Monitor student attendance and lateness on at least a weekly basis.
- Report school attendance statistics as required.

**Students** are expected to:

- Attend school regularly.
- Inform staff if there is a problem that may lead to absences.
- Arrive for school and lessons at the correct time.

**Parents or Guardians** are expected to:

- Ensure that their children attend regularly.
- Inform the school on the first day of non-attendance and follow this up with a written note.
- Discuss planned absences with the school in advance.
- Inform the school of changes of contact details promptly to the school secretary.
- Inform the school of the reasons for absences as soon as possible.

**Heads of Year/Key Stage Coordinators** are expected to:

- Monitor on at least a weekly basis the attendance of students in their year groups.
- Encourage class teachers and tutors to play an active role in monitoring attendance.
- Discuss and implement strategies to improve a child's attendance whenever there is an issue.
- Ask students who are frequently late to make up the lost time.
- Collect work and ensure that it is sent home to students who are absent for long periods.
- Ensure that the office is notified of any change of student details that they become aware of.
- Ensure that students returning from long periods of absence are supported and encouraged.

**Tutors/Teachers** are expected to:

- Complete the register accurately. Attendance should be marked as follows:
  - Present        /
  - Absent        **N**
  - Late            **L**        (If a student does not arrive within the first 5 minutes of registration).
- **Do not leave blanks**
- Liaise with parents as appropriate over attendance matters

**The School Secretary/Attendance Officer** is expected to:

- Provide information regarding attendance as required.
- Monitor the accuracy of attendance data
- Respond to Government requests for statistics on attendance and absenteeism.
- Accurately record student lateness.
- Ring parents where a parent does not provide an explanation for an absence.
- Liaise with EWO.

**All staff** are expected to:

- Complete their lesson registers accurately within the first 20 minutes of a lesson.
- Complete the register in full leaving no blank spaces.
- Set work for students who are absent long term.
- Help with the successful integration of students after long illness or absence.

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