



"Inspiring a love of lifelong learning"

Attendance Policy

Policy date: Spring 2023
Review date: Spring 2024

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

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1. Scope

This Attendance Policy applies to all children in the Academy and is an overarching document which sets out how we will manage attendance.

2. Aim

Charville Academy aims to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure high levels of punctuality
- Improve pupil attainment through good attendance
- Act early to address patterns of absence and persistent lateness.

3. Our Commitment and Expectations

Charville Academy is committed to maximising attendance rates and ensuring high levels of punctuality in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them.

If allowed to remain unchecked, persistent absence and lateness will significantly impact on a pupil's progress and achievement. Our parents/carers play a vital role in ensuring that this is achieved.

The law states that children of statutory school age must attend school regularly. The minimum level of attendance expected by the school is **97%**. **Any attendance level below 90% is considered to be very low and classed as 'persistent absence'.**

Attendance is a whole school area for improvement. It has a direct relationship with the attainment of individuals and groups of students and hence the standards achieved by the school.

4. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE). We work with the Local Authority Participation Team to enforce the legal frameworks as defined in the 'The 1996 Education Act' and the Children's Act.

5. Roles and Responsibilities

5.1 Parents/Carers

- To ensure the regular attendance and good punctuality of their child
- To ensure a good attitude to attendance and punctuality
- Communicate to the school any issues which may be affecting their child's attendance or punctuality

- To ensure pupils go to bed at a regular time and have enough sleep to be ready to learn
- In Reception to Year 6: ensure their child arrives at school from **8:40am** and is in class for registration to be taken at **8:50am**
- In Nursery:
 - 30 hours/AM: ensure their child arrives at school between **8:30am** and **9:00am**
 - PM: ensure their child arrives at school between **12:15pm** and **12.30pm**
- **To contact the school every day their child is absent, giving a legitimate reason for absence by 9:15am.**

5.2 Pupils

- Have a good attitude to attendance and punctuality
- Communicate with parents and the academy any worries or anxieties that may affect attendance
- Go to bed at an appropriate time and come to school on time and ready to learn.

5.3 The Academy

- To educate parents/ carers and pupils on the importance of good attendance and punctuality
- To keep accurate and up to date records on punctuality and attendance
- To follow current government guidance regarding the monitoring and recording of attendance
- To communicate with parents/ carers regarding attendance and punctuality concerns
- To provide support for children and families to overcome barriers to good attendance and punctuality, including support from the learning mentors, welfare officer, attendance officer and/or referral to other agencies
- Contact parents/carers if no message has been received regarding absence
- To liaise with the Local Authority Participation Service regarding ongoing concerns over children's attendance.

5.4 The Headteacher

- To ensure this policy is implemented consistently across the academy
- Monitor academy-level attendance data and report it to the Governing Board
- Assign a senior leader to work alongside the Attendance Officer to track and monitor attendance at an academy and individual level
- Make referrals to the Participation Service where necessary.

5.5 The Attendance Officers and Senior Leader Responsible for Attendance

- Monitor attendance data at academy and individual pupil level
- Report concerns about attendance to the headteacher

- Arrange calls and hold meetings with parents regarding attendance and punctuality concerns
- Work with the Participation Service to tackle persistent absence
- Advise the Headteacher when to make referrals to the Participation Service.

5.6 Governing Board

- To ensure that there is clear policy and guidance, which is fairly applied by the headteacher
- To scrutinise attendance data regularly at meetings, questioning the academy's action and impact to improve attendance.

6. School Procedures

6.1 Attendance Register

The register is a legal document. All schools/academies must take a register at the start of the morning session and again during the afternoon session.

6.2 Unplanned Absence

Parents/ carers must contact the school every day their child is absent by 9:15 am or as soon as practically possible on either 0208 845 1707 or 07841 370003.

Absence due to illness will be authorised providing the academy is satisfied the illness is genuine. To confirm the illness, the academy may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

If a pupil is absent and parents/carers have not made contact with the academy this will always be followed up as it is part of our duty of care to safeguard all pupils from harm. We will:

- Text the parent/carers
- Follow up with a phone call if no contact is received
- If no response is received by the third day staff will visit the home that day (where a pupil/family is considered by the senior leadership team to be vulnerable this will be on the first day of absence)
- If no contact is made on the third day of absence contact the Participation Service for advice.

The school closes its morning registers at 9:20am. If your child arrives after that time without a satisfactory reason accepted by the headteacher, the mark received will be an 'Unauthorised Late' mark which will impact on a child's level of attendance.

6.3 Medical or Dental Appointments.

Missing registration for a medical or dental appointment is counted as an authorised absence where medical evidence is provided.

Wherever possible we request parents make medical or dental appointments outside of school hours. However, we recognise that this is not always possible and, in these circumstances, request that the pupil should be out of school for the minimum amount of time necessary – Pupils are expected to attend school before and after appointments.

7. Attendance Monitoring Procedures

If the academy is concerned regarding a pupil's level of attendance or punctuality, it will take the following actions:

Stage 1: Attendance officers begin to track the attendance of any pupil falling below the academy target of 97%.

Stage 2: Parents/Carers will be notified by letter when attendance falls below 96%. A period of attendance monitoring will begin.

Stage 3: Parents/Carers will receive a further letter when attendance drops below 92% inviting them into school for a meeting to discuss reasons contributing to low attendance or punctuality, the school expectations and how the parents and the school can work together to improve the child's attendance. Attendance will continue to be monitored.

Stage 4: If attendance and/or punctuality concerns persist, when attendance falls below 90% a referral will be made to the Local Authority Participation Service. The Local Authority may convene an attendance panel, which parents and carers will be required to attend.

7.1 Attendance Panels

- Charville Academy and the Local Authority follow DfE guidance for attendance panels
- Referral to the Participation Service may result in an attendance panel Parents/Carers will be required to attend a meeting at school with the Participation Officer from the Local Authority
- Attendance targets will be set at the panel meeting, along with a review date
- If targets are not met, the Local Authority may have to consider taking legal action in the form of a penalty notice or summons to the Magistrates Court.

8. Exceptional Circumstance Leave

We recognise that there may be very exceptional circumstances, which may result in a pupil being unable to attend school. **Please note that family holidays are not an exceptional circumstance.**

All requests for exceptional circumstance leave must be put in writing to the **headteacher**. This letter must contain: **The reason for the request, the dates of absence, including the return date, evidence relating to the reason for booking and details of any bookings made.** Examples of the type of evidence required may include evidence of the date of a flight booking, evidence of family illness or bereavement, evidence of a wedding or evidence of participation in a sporting/performance event. **Where circumstances are considered to be exceptional the academy may choose to only authorise some of the days requested.**

Unauthorised leave during term time, will be referred to the Local Authority Participation Team, this could incur a penalty notice of £60 per parent/carer per child. If not paid on time it increases to £120 per parent per child or a summons from the Magistrates Court.

If unauthorised leave is repeated, the Local Authority Participation Team may summons each parent to the Magistrates Court without a penalty notice being issued.

Leave requests for performance licenses will be considered by the Head Teacher on an individual basis when the child's attendance for the year is above 95% and they are making expected levels of progress.

9. The Education Penalty Notices (England) Regulations 2007

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 21 days; or £120 if they pay within 28 days.

10. Children Missing from Education

If a child is missing from education for a period of ten days, without reason, we have a duty to refer this to the local authority, which can result in the child being removed from the school roll.

11. Named Staff with a Responsibility for Attendance

Attendance forms part of the role and responsibility of all academy stakeholders. All academy stakeholders are expected to be a role model for good attendance and punctuality.

Alongside an individual's class teacher, the following named staff members have responsibility for pupil attendance:

Attendance Officers – Mrs Trotter

Senior Leader with responsibility for attendance – Miss Innes

Headteacher – Mrs Kelly

Receptionist – Mrs Duhigg

Welfare Officer – Ms Roy

12. Policy Review

This policy will be reviewed annually by the Governing Board to ensure it is up to date with current legislation, statutory guidance and best practice.

13. Relevant Policies

- Child Protection Policy
- Safeguarding Policy
- Special Medical Needs Policy.

Date Approved by FGB: March 2023

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