



St Mary
Magdalene
Academy

Students Attendance Policy

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”
James 3.13

St Mary Magdalene Academy seeks to ensure that all of its students receive a full education, which maximises the opportunities for inclusion and achievement at school so that each student is able to realise his/her full potential.

All people between the ages of 5 and 16 are legally required to be educated.

Students, parents and carers, teachers, support staff and governors all have a role in maintaining a high standard of attendance and punctuality.

Adopted:

ST MARY MAGDALENE ACADEMY

ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

1. INTRODUCTION

St Mary Magdalene Academy seeks to ensure that all of its students receive a full education, which maximises the opportunities for inclusion and achievement at school so that each student is able to realise his/her full potential.

All people between the ages of 5 and 11 are legally required to be educated.

Students, parents and carers, teachers, support staff and governors all have a role in maintaining a high standard of attendance and punctuality.

EVERY LESSON COUNTS! EVEN CASUAL ABSENCE CAN AFFECT YOUR STUDENT'S ATTAINMENT.

Aims of the Policy

- To improve the overall attendance of students at the Academy.
- To develop a framework which defines agreed roles and responsibilities for all people involved in maintaining student attendance and punctuality.
- To implement a system of sanctions and rewards.
- To develop a systematic approach to gathering, analysing and responding to attendance data.

2. RECORDING ATTENDANCE DATA

Registers

- The registers are completed at 9:05am in KS 1 and 2 and 8:55am in KS3, the beginning of the morning and 1.30pm (1:15pm in KS1) in the afternoon sessions and are returned to the office within 10 minutes
- Registers closes at 9:20
- A mark / (**a.m.**) and \ (**p.m.**) in black ink is used to indicate present and red circles are used to indicate absence and lateness.
- All authorised absences must have the correct code entered with an explanation. The codes are provided in each register.
- All lateness must be marked with an **L** and the time. If a student arrives after the register closes without an acceptable explanation, it is marked with a **U** and is considered as an unauthorised absence.
- If mistakes are made, a note should be made indicating which entry is correct. **Tippex and pencil must not be used.**
- If a staff member other than the class teacher receives information about attendance or lateness, they are to inform the administration office staff.

Computerised Data

The information in the registers will be entered regularly onto the computer by the administration office staff.

3. ABSENCE

Authorised Absence

An authorised absence is when a student is away for a reason acceptable to the Academy. The Academy (not the parent/carer) determines whether an absence is authorised after receipt of a verbal or written explanation from the parent/carer. Explanations from students or siblings are not sufficient.

Unauthorised Absence

The Academy will follow up on all unauthorised absences, communicating parental responsibility for providing explanations:

- First day telephone calls
- Unauthorised absence letter.

Parents/carers are strongly discouraged from taking their children away during term time.

- Special leave of absence can be authorised at the Principal's discretion. Longer periods of absence may only be authorised in very exceptional circumstances.
- Any leave of absence for medical appointment or religious observance will go to the student's teacher.
- If a parent/carer feels it is absolutely unavoidable to take their student out of school for leave of absence, they must complete an absence request form, in advance, for consideration by the SLT.
- Any special leave of absence which including a request for a student to be out of school for over 4 days can only be authorised by the SLT.
- Each case will be considered individually based on the nature of the event, history of term time absences, the student's current attendance, age, achievement, and the time of year with respect to the curriculum. Parents/carers will be informed in writing of the decision on their request.
- Any time taken without the Academy's authorisation, or any additional time taken over and above the amount authorised will be recorded as unauthorised absence.
- If a student does not return on the agreed date, the Academy will make every effort to contact the family by telephone and in writing. If no contact is made, or if the absence has been extended for anything other than unavoidable circumstances, the Academy will refer the family to Education Welfare Service (EWS) if they do not return within 10 school days. If no contact is made with the family by EWS then a letter will be sent to parent/carer informing them that the student's is taken off roll, this will always be done in consultation with EWS.

4. PUNCTUALITY

- School starts at 8:55am in KS 1 and 2 and at 8:45am in KS 3 and 4. Students are to enter through the Lough Road gate for KS1 and 2 and through the Sherringham Road gate or Liverpool Road entrance for KS 3 and 4. It is expected that all students arrive in good time (8:45am).
- If students arrive after 9:00am they are to come through the main Academy entrance. The Academy has a late book which enables us to monitor lateness.
- If your student has not arrived by 9.30am, a member of staff will contact you by telephone. In addition to monitoring absence, this is also a safety check in case your student is old enough to come to school by him/herself and has not arrived.
- A late letter will automatically be sent to parents/carers if there is regular lateness.
- All unauthorised lates (those after the register closes) are treated as absences.

5. MONITORING ATTENDANCE AND RESPONDING TO PATTERNS OF ABSENCE

Academy staff will respond when a pattern of low attendance emerges.

- The Academy is responsible for initial interventions. When a pattern of poor attendance emerges, a discussion is needed between the class teacher and school management to determine a course of action.
- If a class teacher makes initial contact with a parent/carer and there is no improvement, Academy management must be informed and will arrange to contact a parent/carer. If there is still no improvement after suitable interventions by the Academy, the EWO may become involved.
- Although all cases are considered individually, the EWO will generally become involved when a student's attendance falls below 80% in one term.
- To ensure that all patterns of low attendance are identified, the education welfare officer will meet with the Academy's named attendance person each half term to discuss and agree a course of action for all students with attendance under 90%. The agreed action may include:
 - Closely monitoring the situation
 - A letter from the Academy
 - A meeting with the Academy (possibly with EWO present)
 - A formal referral to EWS (which can include home visits, referrals to outside agencies and statutory action)
- A series of standard letters are available to be sent to parents/carers. These will be sent out by School/Home Liaison Worker.

6. SUPPORTING THE REINTEGRATION OF STUDENTS AFTER EXTENDED ABSENCES

All students who return to the Academy after an extended period of absence need to be supported. Each case will be considered individually and a plan will be drawn up to best support the student's academic and social reintegration into the Academy.

7. TAKING STUDENTS OFF ROLL

- All students who leave St Mary Magdalene Academy to attend another school (except for secondary school transfers) will remain on roll until their admission elsewhere is confirmed.

- In the case of students who disappear (i.e. leave with no indication of where they are going or whether they will return), the Academy will make every effort to contact the family on the telephone and in writing. If contact cannot be established, the Academy will make a formal referral to EWS.

8. ENCOURAGING GOOD ATTENDANCE AND PUNCTUALITY

Whole Academy activities will raise the profile of attendance and punctuality through:

- Newsletter;
- Celebratory assembly;
- Attendance bear, punctuality cup (KS1 and 2);
- Certificates for 100% and most improved attendance for each term;
- Display around the Academy;
- Raffles and draws.

9. COMMUNICATING WITH PARENTS/CARERS

It is essential the parents/carers of all students understand the Academy's attendance policy and their role in ensuring their children have good attendance.

- Parents/carers are responsible for ensuring their children arrive at school on time each day.
- Parents/carers must contact the Academy in person or on the telephone to provide an explanation on the first day their child is absent.
- A leaflet will be sent to all parents/carers giving a brief outline of the Academy's attendance policy, the Academy's expectations of them and the general importance of good attendance. This leaflet will be given to all new parents/carers in the future.

Signed: _____
(Principal)

Date: _____

Signed: _____
(Chair of Governors)

Date: _____

ATTENDANCE AND LATENESS POLICY CONTRACT

POOR ATTENDANCE LEADS TO POOR ATTAINMENT

The staff and governors of St Mary Magdalene Academy believe the regular attendance at school is essential if students are to receive the education to which they are entitled and which they deserve. Students who are regularly away from school, or who are persistently late, will not achieve the progress that they should.

1) AIMS OF CONTRACT

At St Mary Magdalene Academy we aim to:

- 1.1 Ensure that every student achieves attendance of at least 95%.
- 1.2 Ensure that every student arrives at school on time (8.55am in KS 1 and 2, 8:45 in KS 3 and 4) every day with immediate effect.
- 1.3 To reduce the number of families taking special leave of absence in term time.

2) OBJECTIVES OF THE POLICY CONTRACT

To fulfill the above aims, the school will:

- 2.1 Require that every parent/carer telephone the Academy before 9:30am if their student is ill.
- 2.1 Monitor registers daily to check for students who are absent, and whose parents/carers have not telephoned the Academy. The Academy will telephone such parents/carers to remind them that they should telephone the Academy if their student is absent and to find out why the student is absent. If a further absence occurs without telephone notification, parents/carers receive a further letter with a reply slip warning that the Education Welfare Service may become involved.
- 2.2 Monitor registers daily to check for students who are late, and whose parents/carers have not telephoned the Academy to tell us why. Such parents/carers will receive a letter with a reply slip to inform them of the necessity of arriving at school on time. If a further lateness occurs without telephone notification, parents/carers receive a further letter with a reply slip warning that the Educational Welfare Service may become involved.
- 2.3 Close registers at 9.20am each day, after which a student is counted as absent for the remainder of the morning. Students who are not lined up / in school when the bells go will be marked late for the morning session. Students who continually arrive late seriously disrupt continuity and progress within the class.
- 2.4 Authorise absences only if a student is ill. In some cases, at the SLT's decision, a medical certificate will be required to explain absence. Any other absence will only be authorised if the SLT's or Directors of Learning's permission is given in advance. If one student in a family is ill, other students in the family must not be kept at home.

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- 2.5 Provide time for parents/carers to discuss attendance or lateness issues with the SLT, class teacher or home-school liaison officer when parents/carers require this.
- 2.6 Will not authorise special leave of absence for any student or family except in exceptional circumstances. Permission for all special leave of absence must be sought for the SLT prior to absence
- 2.7 Will refer to the Educational Welfare Officer any student who remains on holiday longer than the agreed holiday dates.
- 2.8 Monitor the return of reply slips from parents/carers regarding attendance or lateness.

3) Parents/carers whose children are at St. Mary Magdalene Academy agree to:

- 3.1 Keep a student at home only if the student is genuinely ill.
- 3.2 Telephone the Academy on the first day of a student's absence to explain why the student will not be present by 9:30.
- 3.3 Ensure that their children arrive at school on time by being in the playground by 8:50am in KS 1 and 2 and 8:40am in KS 3 and 4.
- 3.4 Ensure that their children are collected from school on time.
- 3.5 When one student in a family is ill and must be kept at home, send, bring or make arrangements for others to bring to school other students in the family who are well.
- 3.6 Send reply slips from Academy letters about attendance and lateness back to the Academy promptly.
- 3.7 Make and keep appointments with the SLT, Directors of Learning, home-school liaison officer, class teacher or Educational Welfare Officer to discuss attendance or lateness issues.
- 3.8 To avoid taking their children on special leave of absence during term time or to do so only with the express permission of the SLT or Directors of Learning.
- 3.9 Ensure their child is at school if the parent/carer is ill. Arrangements for collection will need to be made if no other family member is available.

4) Students at St Mary Magdalene's agree to:

- 4.1 Get up, wash, brush teeth, dress, have breakfast and be ready to go to school when their parents/carers ask.
- 4.2 Come to school every day when they are not ill.
- 4.3 Arrive at school on time.

Definitions of terms:

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Authorised Absence: an absence that has been agreed by the SLT, Directors of Learning or teachers of the Academy and has been supported by a medical certificate of acceptable note from a parent/carer explaining the reason for the absence. (Note: not all notes from parents/carers will be accepted and further proof of the reason for absence may be required).

Unauthorised absence: an absence where an acceptable reason or proof for absence has not been given or the reason given has not been accepted by the management of the Academy or a student has had a holiday during term time.

I have received and read the school attendance and lateness policy and talked about it with my child. (Please return slip to the Academy office).

Signature of parent/carer.....

Parents/carers name in block capitals

Signature of student

Student's name in block capitals