



# Attendance and Punctuality Policy

Adopted: Summer 2022  
Review: Summer 2024

# **The Eveleigh LINK Academy Trust**

## **Attendance and Punctuality Policy**

### **1 Introduction**

- 1.1** We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children.
- 1.2** The academy trust is responsible for making sure their schools keep an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### **2 Definitions**

#### **2.1 Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours. This would be unacceptable.
- An attendance of 96% or higher is defined as above average
- An attendance below 90% is defined as persistently absent

## **2.2 Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.

## **3 If a child is absent**

**3.1** If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or carer before 9.30am, in order to check on the safety of the child. This is called first day calling.

If a parent or carer cannot be contacted the school will contact family members on the child's record.

A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

If a child's absence continues and the school is unsure of the child's whereabouts, the school will use the LA's 'Child Missing Education' policy.

**3.2** Under The Local Authority's recommendations, the school will write to all families, at the end of each half term, when attendance falls below 90%, or is close to doing so, whatever the reasons for absence. This is to inform the parents of their child's attendance figure as well as monitoring poor attendance.

## **4 Requests for leave of absence**

**4.1** We believe that children need to be in school for all sessions, so that they can make the most progress possible. We expect parents to contact the school at least a week in advance.

**4.2** Parents/Carers do not have the right to withdraw their children from school for an annual holiday. We naturally prefer parents to take their family holiday in the normal school holiday periods. The school is not allowed to authorise a leave of absence request unless in exceptional circumstances. Where leave of absences are taken and considered not to be exceptional circumstances then a penalty notice may be issued by The Local Authority.

## **5 Long-term absence**

- 5.1** When children have an illness or injury that means they will be away from school for over five days, the school will do all it can to send material home (once taken medical advice), so that they can keep up with their school work.
- 5.2** If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school. (Once taken medical advice)

## **6 Repeated unauthorised absences**

- 6.1** The school will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services.
- 6.2** The Multi Academy Trust, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **7 Punctuality**

- 7.1** The Eveleigh LINK Academy Trust believes that children should not only be taught the importance of good attendance but also good punctuality. We achieve this by monitoring pupils' punctuality, writing to parents whose children's punctuality is poor and praising pupils whose punctuality is excellent. The school also stresses the importance of good punctuality in newsletters.
- 7.2** The school teaches the importance of good time keeping and attendance in the curriculum.
- 7.3** The schools within the trust set the registration opening period and a child will be recorded as an unauthorised late if they arrive after this time. In accordance with the Regulations, if your child arrives after that

time they will receive a mark that shows them to be on site 'U', but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of being issued with a Penalty Notice if the problem persists.

## **8 Monitoring and review**

- 8.1** It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The academy trust also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be. This data will be reported to the MAT.
- 8.2** The school will monitor pupils' attendance and every half term write to parents whose children have an attendance which is lower than 90%, or at risk from doing so. This is to inform the parents of their children's attendance figure and to support where appropriate.
- 8.3** Children who leave the school will be deleted from roll and any necessary information will be sent to the school where the child is going to attend.
- 8.4** Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardian.
- 8.5** This policy will be reviewed by the MAT every two years, or earlier if considered necessary.