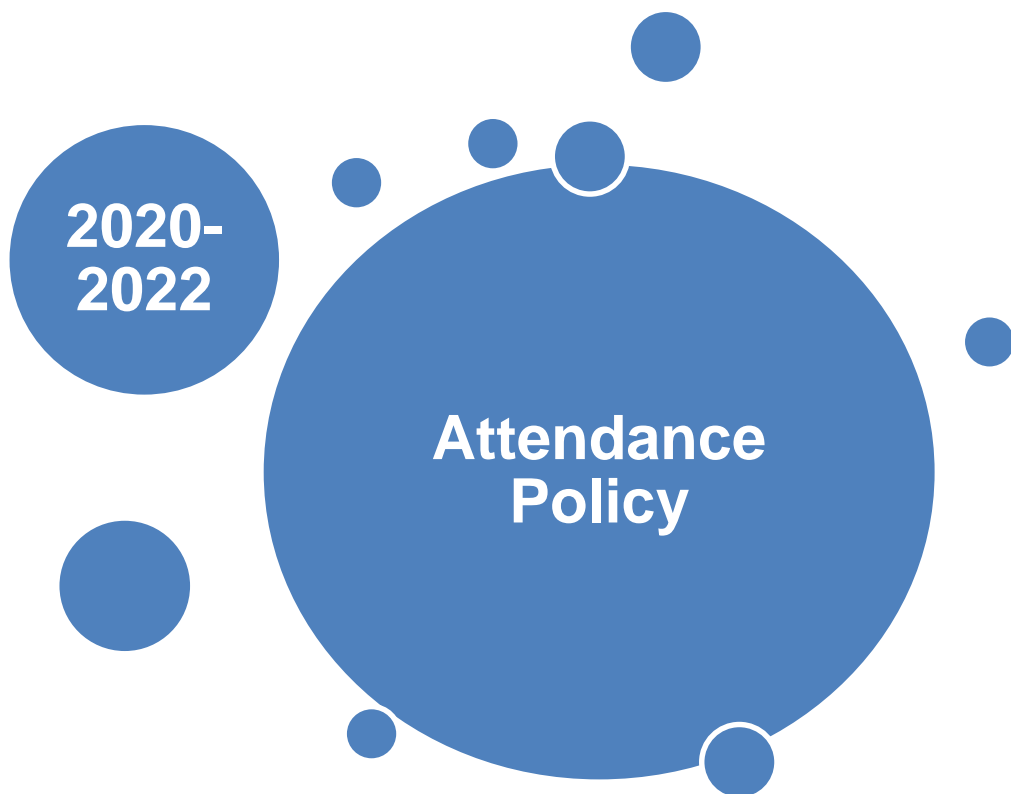


The ContinU Plus Academy





The ContinU Plus Academy

Attendance Policy



The ContinU Plus Academy regards regular attendance as critical to a student's progress. Although the legal responsibility for regular attendance at school rests with the parents/carers, we see the encouragement of good attendance in our students as a partnership with families, designed to support the development of each individual student's potential to the full.

Promoting excellent attendance and punctuality prepares students for the disciplines of adult working life. Excellent attendance means being in school at least 95% of the time. The table below shows what a student's school attendance figure means in terms of the number of days/weeks absent across the school year:

Student Attendance	No of Days Absent	No of Weeks Absent
95%	10 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	9.5 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

A score of 90% in a test at school is a fantastic result, but in terms of school attendance is a concern as it meant that a student will have missed 4 weeks of school across the school year.

Registration

- The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session.
- The ContinU Plus Academy uses SIMS to record attendance. The register is marked using the DfE Attendance and Absence Codes.
- The morning registration mark is recorded by the Form Tutor during the morning Tutor session. Students are expected to arrive at school early, in time for the morning registration at 9.00am.
- The afternoon registration mark is recorded by the Form Tutor during the afternoon Tutor session.

Punctuality

- Punctuality is an important part of self-discipline and is essential to good time management.
- Students are expected to arrive to school early in time for morning registration at 9.00am.
- If a student arrives to school late they will need to report to the school office to be signed in. The time of arrival and reason for being late will be recorded.
- Parents/carers will be informed if their child is late to school.
- Morning registration closes at 9.30am. If a student arrives to school after this time their morning registration mark will be recorded as an unauthorised absence.
- Repeated lateness will be discussed with students. If punctuality does not improve then a home visit or meeting in school will be arranged to discuss the concerns with parents/carers and an action plan put in place to support the student together, in partnership, to improve their punctuality.

Authorised/Unauthorised Absence

Legally the school is required to distinguish and report on authorised and unauthorised student absence.

Parents/carers should contact the Attendance Welfare Officer at school (by telephone or text) on the morning of absence, before 9.00am, giving a reason for their child's absence from school and an expected date of return.

Absence may be authorised by the school for reasons such as:

- Illness
- Unavoidable medical/dental appointments
- Exceptional family circumstances
- Bereavement of a close family member
- Days of religious observance

Absence will not be authorised for reasons such as:

- Looking after siblings or unwell parents/carers
- Birthdays
- Days out/ shopping trips
- Family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved)
- Special occasions, where the Head Teacher does not agree that the absence should be granted

Parents/Carers should note that ideally, all medical appointments should be arranged for after school so that students do not miss any lessons. Where this is not possible, students should bring the appointment card/letter to school to show to the Attendance Welfare Officer so that the absence can be authorised. If a student needs to leave school early for a medical appointment the student must sign out at the school office before leaving the school. In order that we can be sure of the whereabouts and safety of our

students we ask that parents/carers phone the school to let us know in advance if their child will need to leave early for a medical appointment.

How we Respond to Absence to Safeguard our Students

A pupil may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each pupil is everyone's responsibility. Failing to attend school on a regular basis may be considered as a safeguarding matter. All concerns are referred to the Designated Safeguarding Lead and logged on CPOMS.

How we respond to Absence:

- If a student is absent from morning registration and the school has not had contact from the parent/carer to explain the reason, the school will contact the parent/carer. We take our safeguarding responsibilities seriously and will always contact parents/carers to ensure they are aware of their child's absence.
- If a message is left for a parent/carer advising of their child's unexplained absence from school, the parent/carer should contact the Attendance Welfare Officer or the school office as soon as possible to advise of the reason for their child's absence.
- If no response is received the Attendance Welfare Officer will phone later in the day to enquire about the unexplained absence. We ask that parents/carers keep school informed of any changes to their contact details so we can always get in touch with them in case of emergency.
- Where a child's absence is a cause for concern, the Attendance Welfare Officer will visit parents/carers at home or invite them in to school to discuss any issues and work together, as a partnership, to support and improve their attendance.
- The Attendance Officer liaises with the SENCO/Designated Safeguarding Lead and the Pastoral Lead to inform them of any causes for concern.

Term Time Leave

Any absence interrupts the continuity of a student's learning. Parents/carers are strongly urged not to take their children out of school for holidays during term time. Leave will only be authorised by the Head Teacher in exceptional circumstances, a family holiday is not an exceptional circumstance and will not be authorised.

If a parent/carer decides to take their child out of school during term time they must complete an 'Application for Leave of Absence' form and hand it in to school at least 4 weeks in advance, providing details as to how the circumstances are exceptional.

Applications for leave for a family holiday during term time will not be authorised. Applications for leave of absence which are made and refused may result in legal action being taken against the parent/carer by Penalty Notice if the student is absent from school during that period.

Promoting Good Attendance and Punctuality

- Students are regularly informed of their attendance levels, and if appropriate, how they can improve.
- Students whose attendance falls below target will be set a target for improvement and progress towards these targets will be reviewed regularly.
- Parents/carers are regularly informed of their child's attendance via letters and school reports.
- Good and improved attendance is promoted and rewarded.
- Students, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/Carers are encouraged to contact the school at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those students whose attendance is a cause for concern.
- Students who have been absent for extended periods of time will be supported as appropriate to re-integrate back into school.

What ContinU Plus Academy Expects from Parents/Carers

We ask that parents/carers support us by:

- Not letting their child take time off for minor ailments.
- Arranging appointments outside school hours, at weekends or during school holidays.
- Not taking holidays during term time.
- Ensuring that their child attends punctually by 9.00am every day.
- Phoning, emailing or texting the Attendance Welfare Officer at school by 9.00am on the first morning of absence from school with the reason and when their child is expected to return.
- Keep the Attendance Welfare Officer informed every subsequent day of absence.
- Letting us know if there are any ongoing medical reasons that prevent their child from attending school.

What Parents/Carers Can Expect From ContinU Plus Academy

The school will:

- Follow up all first day unexplained absences by phone call/text as soon as possible each day.
- Continue to monitor the absence of a student who does not subsequently return to school with no explanation.
- Remind parents/carers of the importance of regular attendance and punctuality via letters, newsletters and the school website.
- Publish student's attendance rate as part of their school reports.
- Inform parents/carers if we have concerns regarding a student's attendance.
- Challenge regular lateness.
- Refer any serious attendance concerns to the Education Welfare Service.

Children Missing Education

- All children, regardless of their circumstances, are entitled to an efficient, full time

education which is suitable to their age, ability, aptitude and any special educational needs they may have.

- Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.
- Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.
- At ContinU Plus Academy we follow Children Missing Education Statutory Guidance for local authorities September 2016.

Monitoring & Review

- The impact of the Attendance Policy will be reviewed by the Governing Body.
- The Head Teacher will provide the Governing Body with regular monitoring reports which will help it to evaluate the effectiveness of the Attendance Policy and the procedures within.
- The Attendance Policy and its procedures will be reviewed and amended in the light of such an evaluation and in consultation with representatives of all key stakeholders.

Linked Policies

- SEND
- Safeguarding
- Positive Behaviour

The Attendance Policy is published in its entirety on the CPA's website (www.continuplus.org.uk).

Date Policy Created: April 2020

Member of Staff Responsible: Jenny Lockyer (Attendance Welfare Officer)

Review Date: April 2022

Signed: 

(Staff member responsible)

Signed: 

(Headteacher)

Signed: 

(Chair of Governors)