



ATTENDANCE POLICY

Updated:	February 2015
Approved by:	Curriculum, Attainment and Ethos
Last review date:	April 2015
Adopted by FGB:	March 2011
Scheduled review date:	March 2018

Attendance Policy

Introduction

Elm Academy recognises that good attendance is essential for all students to achieve their full potential and is committed to raising levels of attendance through the Pastoral and Reward Systems. Elm Academy will encourage a positive attitude to learning and actively promote good attendance for all students.

Elm Academy will record, monitor and follow up attendance issues through the class teacher, Attendance Officer and Attendance Welfare Officer (AWO).

Elm Academy recognises that students are required by law to attend school regularly and that Elm Academy is obliged to differentiate between authorised and unauthorised absence.

Expectations

Students

Students are expected to attend two registration sessions daily.

Students not present at these times will be marked as absent. Absences will be followed up by a phone call home by the Office Administrator and where, necessary, the Attendance Officer.

Parents

Parents are expected to:

- Ensure that their child attends and is punctual
- Inform Elm Academy on the first day of absence
- Provide an explanation to Elm Academy for their child's absence by 'phone or letter
- Not take holidays during term time

Teachers

Teachers should:

- Record attendance accurately and at registration on line
- Promptly pass on concerns about absence and punctuality to the Office Administrator or Attendance Officer
- Promote a positive attitude to punctuality and attendance throughout Elm Academy issuing rewards and sanctions as appropriate

Attendance and Welfare Officer (AWO)

The AWO will become involved with attendance in the case of persistent unauthorised absences where Year Team efforts to effect an improvement have been unsuccessful. Support at this level will include:

- Child Protection guidance
- Home visits
- Referral to other agencies
- Action plan meetings
- Legal letters
- Prosecution

Attendance Officer

The Attendance Officer is responsible for:

- Attendance administration
- Maintaining and updating attendance records
- Producing absence lists for monitoring attendance

Procedure for Monitoring Attendance

Unexplained Absence

Action	Timing
Absence list generated by Office Administrator –phone call takes place.	First day of absence
Attendance Officer may follow up with an accompanied home visit.	Third day of absence
Attendance Officer follows up unexplained absences – letter sent to parent/carer by Attendance Officer	1 week after absence
Attendance Officer follows up outstanding unexplained absences by referring to AWO to contact parent/carer.	2 weeks after absence

Poor Attendance Records

- Attendance Officer meets AWO to discuss unexplained absences and possible action:
 - No immediate action necessary but will monitor attendance and review with AWO
 - Attendance Officer to contact parent – Letter 1
 - If there is no improvement in attendance; meeting requested – Letter 2. Parenting Contract to be completed.
 - If there is no improvement AWO sends Penalty Notice warning letter (PNW)
 - If there is still no improvement PNW referral made to LA for penalty notice.

First Day Calling Procedure

- Daily absence list generated by Officer Administrator from 9.15am
- Unexplained absences checked for known reasons
- Remaining unexplained absences contacted by phone call
- Where parent indicates that student left home to attend federation, support staff to check if student is in federation and contact parent to confirm presence / absence

Holidays

Parents do not have the right to take their child on holiday during term time.

Elm Academy will not authorise a term time holiday.

If unauthorised holiday is taken:

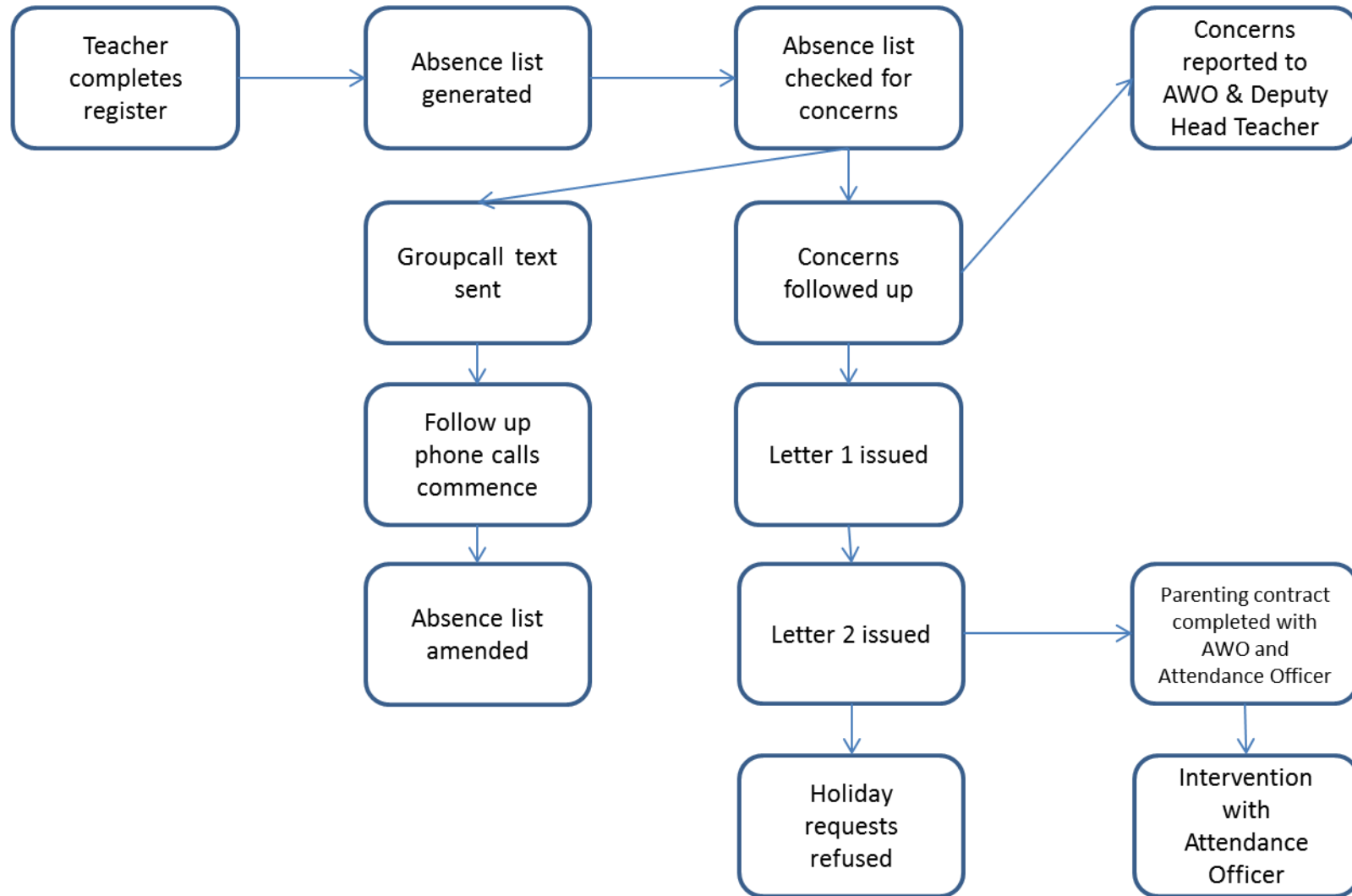
- The Attendance Officer will contact the head teacher to seek advice on issuing a Penalty Notice

Teacher

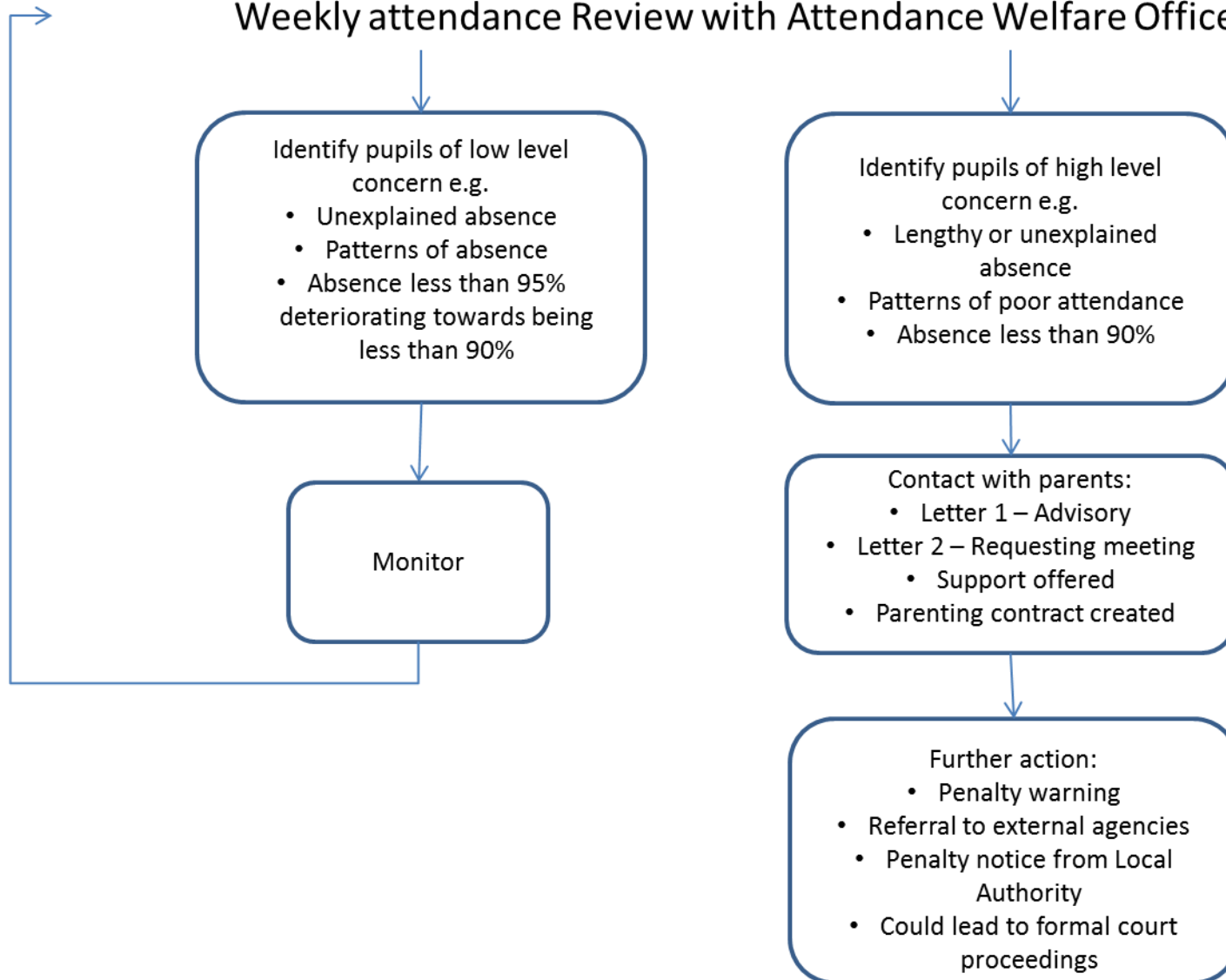
Administrator

Attendance Officer

AWO



Weekly attendance Review with Attendance Welfare Officer



Elm Academy Attendance Flow Chart – Attendance below 95%

