



## Attendance Policy

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## **Thomas Deacon Academy**

### **Attendance Policy**

#### **1. Introduction**

- 1.1** Thomas Deacon Academy is committed to providing an education of the highest quality for all its pupils/students and recognises that this can only be achieved by supporting and promoting excellent attendance for all. This is based on the belief that, only by attending the Academy regularly and punctually, young people are able to take full advantage of the educational opportunities available to them. High achievement and attainment depends on good attendance.
- 1.2** The whole Academy community – pupils/students, parents and carers, staff and governors at Thomas Deacon Academy have a responsibility for ensuring good attendance and have important roles to play.
- 1.3** Ours is a successful Academy and every learner plays their part in making it so. We aim for an environment which enables and encourages all members of the community to achieve excellence. For pupils/students to gain the greatest benefit from their education it is vital that they attend regularly and be at the Academy, on time, every day, unless the reason for the absence is unavoidable.

#### **2. Attendance Officer**

- 2.1** A member of our staff will oversee, direct and co-ordinate the Academy's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the Academy. The person, known as the Attendance Officer, will also ensure that up-to-date attendance data and issues are shared weekly with the Vice Principal for Personal Development, Behaviour and Welfare and are made regularly available to all staff, pupils/students, parents and carers (who will be regularly be reminded about the importance of good attendance). The Attendance Officer, along with the House Pastoral Team, will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

### **Why regular attendance is so important**

#### **3. Learning**

- 3.1** Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil/student absence disrupts teaching routines so may also affect the learning of others.
- 3.2** Ensuring regular attendance at the Academy is the legal responsibility of the parent/carer and permitting absence from the Academy without a good reason is an offence in law and may result in prosecution.

#### **4. Safeguarding**

**4.1** A learner may be at risk of harm if they do not attend the Academy regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this Academy, promoting the welfare and life opportunities for learners encompasses:

- Attendance;
- Behaviour management;
- Health and Safety;
- Access to the Curriculum;
- Anti-bullying.

Failing to attend the Academy on a regular basis will be considered as a safeguarding matter.

#### **5. The Law relating to attendance**

**5.1** Section 7 of the Education Act 1996 states the "the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:

- (a) To age, ability and aptitude and;
- (b) To any special educational needs, he / she may have

Either by regular attendance at school or otherwise".

#### **6. The Law relating to safeguarding**

**6.1** Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

#### **7. Absence Procedures**

##### **Parents/Carers**

**7.1** **If your child is absent you must:**

- **contact the Academy as soon as possible on the first day of absence;**
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- or, you can call into the Academy and report to reception, who will arrange for a member of staff to speak with you.

##### **The Academy**

**7.2** **If your child is absent we will:**

- telephone you on the first day of absence if we have not heard from you;
- invite you in to discuss the situation with us;

- we may refer the matter to the Peterborough City Council Attendance Service if the attendance falls below **90%**. Peterborough City Council may consider issuing a Penalty Notice for Non School Attendance.

## **8. Telephone numbers**

**8.1** There are times when we need to contact parents/carers, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up-to- date number – if we do not then something important may be missed. There will be regular checks on telephone numbers throughout the year.

## **9. Managing Lateness – Guidance for parents**

**9.1** Poor punctuality is not acceptable.

**9.2** The main **Academy** day starts at **8.45am** and we expect all students to be in lesson at that time. Students should arrive at 8.35am to ensure they arrive for lesson on time.

**9.3** The TDA Junior's day starts at **9.00am** and pupils should arrive at **8.50am** to ensure that they are on time for lessons.

**9.4** Registers at the main Academy are marked by 9.00am and at the Junior Academy registers are marked by 9.15am and pupils/students will receive a late mark if they are not in at the correct time.

**9.5** At 9.15am the registers at both the main and Junior Academy will be closed. In accordance with the regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.

**9.6** If a pupil/student has a persistent late record, parents/carers will be asked to meet with the Academy to resolve the problem, but parents can approach the Academy at any time if they are having problems getting a pupil/student to the Academy on time.

## **10. Understanding types of absence:**

**10.1** Every half-day absence from school has to be classified by the school (not by parents/carers) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.

**10.2** **Authorised** absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

**10.3** **Unauthorised** absences are those which the school does not consider reasonable and for which no "leave" has been authorised. This includes:

- parents/carers keeping children off school unnecessarily;

- truancy before or during the school day;
- absences which have never been properly explained;
- children who arrive at school too late to get a mark;
- shopping, looking after other children or birthdays;
- day trips and holidays in term time not authorised as an exceptional/unavoidable circumstance.

**10.4** This type of absence can lead to the Peterborough City Council Attendance Service using sanctions and/or legal proceedings.

**10.5** Whilst any child may be absent from the Academy because they are ill, sometimes they can be reluctant to attend. Any problems with regular attendance are best sorted out between the Academy, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and increases the problem.

## **11. Leave of Absence – Guidance for parents/carers**

**11.1** Taking leave of absence without exceptional circumstances in term time will affect your child's education as much as any other absence and we expect parents/carers to help us by not allowing absence in Academy time.

**11.2** Request of absence forms for leave are available from the student's respective House Administrators at the main Academy and from reception at the Junior Academy. The Academy will consider the request and respond in writing with a decision.

**11.3** There is **no** automatic entitlement in law for time off in school time, to go on holiday.

**11.4** All applications for leave of absence must be made **4 weeks in advance**. In making a decision about whether to authorise this leave, the Academy will consider the circumstances of each application individually, including any previous pattern of absence.

**11.5** It is important that parents/carers understand that we will **only** authorise such absences in **exceptional circumstances**.

**11.6** Any period of leave taken without the agreement of the Academy and/or different from that agreed by the Academy, will be classed as unauthorised and may attract sanctions, such as a Penalty Notice.

## **12. Procedures relating to absences during Academy Term Time**

**12.1** When there is a period of unauthorised leave of absence, and no exceptional circumstances have been given and the leave of absence has not been authorised by the school. The period of absence requested is recorded as unauthorised and a Penalty Notice may be issued by the Local Authority.

**12.2** Where it is believed that a pupil/student has left the area and enquires have failed to establish the whereabouts of the pupil/student, the Academy will inform the Local Authority and the student could be taken off roll after 20 days.

### **13 Persistent Absence (PA)**

- 13.1** A student becomes a “persistent absentee” when they miss **10%** or more schooling within an agreed period of time for whatever reason. Absence at this level may cause considerable damage to any child’s educational prospects and we need the parent/carer’s utmost support and co-operation to tackle this.
- 13.2** At Thomas Deacon Academy we monitor all absences rigorously. Any case that is seen to have reached the Persistent Absence (PA) mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.
- 13.3** PA students are tracked and monitored carefully through our House pastoral system and we may also combine this with academic mentoring where absence affects achievement and attainment.
- 13.4** All PA, or potential PA cases are automatically referred to our link Peterborough City Council Attendance Officer.
- 13.5** Parents/Carers of PA pupil/students will need to provide additional medical evidence in the form of:
- Medical prescriptions / Medication;
  - A letter from a Medical Professional.
- 13.6** For pupils/students who have a long term medical condition, parents/carers will need to keep the Academy updated with regular medical guidance.

### **14. Circumstances where a Penalty Notice may be requested from the LA by the Academy:**

- 14.1** A Penalty Notice can be issued if one of the following criteria can be met:
- Level of unauthorised absence leads to an unauthorised absence rate of **10%** or more within a minimum period of any 8 school weeks (a maximum of 2 penalty notices may be issued in any academic year);
  - A single unauthorised absence event of at least 2 consecutive days (4 consecutive sessions);
  - Persistent late arrival at school after the register has closed contribute to a level of unauthorised absence at **10%** or above;
  - Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification;
  - Students/Pupils identified in a public place whilst excluded from the Academy (during the first five days of the exclusion period) without reasonable justification.

For further information regarding Penalty Notices, please refer to the **Peterborough City Council Code of Conduct** which is available on the Peterborough City Council website.

**15. Payment of Penalty Notices:**

- 15.1** Details of arrangements for the payment of penalties will be detailed on the Penalty Notice. Penalties should be paid in full, in one instalment, to the Local Authority and are retained to cover costs of issuing, enforcing or prosecuting recipients who do not pay.
- 15.2** The penalty is £120 if paid within 28 days of receipt of the notice, but reduced to £60 if paid within 21 days of receipt of the notice, as set out in The Education (Penalty Notices) (England) Regulations 2007.
- 15.3** If the penalty is not paid in full by the end of the 28-day period, the Local Authority, in accordance with the Department of Education, must either prosecute for the offence or withdraw the notice.
- 15.4** Prosecution is for the offence to which it relates rather than for non-payment of the Penalty Notice.
- 15.5** The decision to prosecute ultimately lies with Peterborough City Council Legal Services, who will consider whether the prosecution is in the Public Interest.

**16. Deletions from Register**

- 16.1** Under Section 8 (1) (h), (i), (iii) of the Education (Pupil Registration) (England) Regulations 2006, should your child fail to return to school by the time that registration ends on 20<sup>th</sup> day of absence, the school is permitted to delete your child's name from their register.
- 16.2** This is possible if your child(ren) have not returned by the date specified because the following applies under Section 8 (h) – that he/she/they will have continuously absent from school for a period of not less than 20 school days and:
- at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
  - the proprietor does not have reasonable grounds to believe that the pupil/s is/are unable to attend school by reason on sickness or exceptional cause.