



St Mark's C of E Academy Policy

Policy Title	Attendance & Punctuality	Version No	1
Rationale	<p>It is the legal responsibility for the parents of all registered students to secure regular attendance of their children. We believe that attendance and punctuality at St Mark's Church of England Academy is vital to the well being and future prospects of all our students. Attendance and punctuality is intrinsically linked to our Academy strategy for raising achievement. This policy provides the framework within which all staff, parents, pupils, carers and external agencies can contribute to the development and maintenance of a learning environment where high attendance and excellent punctuality is the "norm".</p> <p>Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends the Academy on a regular and full-time basis. Every half day absence has to be classified by the Academy as either authorised or unauthorised. The Academy must record the reason for any half day absence. Unauthorised absence such as truancy will lead to sanctions being taken against students or in exceptional cases, extended periods of unauthorised absence may lead to legal action being taken against parents.</p> <p>Under normal circumstances, the only reason a student should miss any lessons is if they are too ill to attend. This is an example of an authorised absence, ie, students have missed a morning or afternoon session for a valid reason. Unauthorised absences are those, which the Academy does not consider reasonable and for which no permission has been given. This includes keeping students away from lessons unnecessarily, truancy and absences, which the Academy considers to have not been properly explained.</p> <p>The Education (Pupil Regulations) 2006 and the DfES Circular 10/99 state that a leave of absence can only be granted at the discretion of the Academy Governing Body/Principal. Only in exceptional cases shall more than ten days be granted in any one year. The Academy does not encourage or support any holidays during term time but will consider a leave of absence on compassionate grounds upon request.</p>		
Policy Statement Punctuality	<ul style="list-style-type: none"> • The school day starts at 8.30am. • Students arriving after this time are late. • Registers are closed at 9.00am. • After this time student arrival is marked as an unauthorised absence. • Students arriving after the close of registers more than 10 times could be liable to a Fixed Penalty Notice (a fine of £50 per child). • Where a medical appointment is the cause of lateness, evidence of this must be seen. • Students arriving after 8.30am will be detained for the first lesson. • 100% punctuality is the expectation. • Lateness to school will result in a detention for the student during the first morning break. • Parents are notified by text message if their child is late and has failed to attend the break 		

	<p>time detention.</p> <ul style="list-style-type: none"> • Failure to attend results an immediate 1 hour detention at the end of the school day.
<p>Policy Statement Absence</p>	<p><u>If a child is absent parents/carers must:</u> -</p> <ul style="list-style-type: none"> • Telephone the school before 8.30am. • 020 8685 6665 or 020 8685 6674 are the direct lines to The Attendance Team. • A student returning after absence must provide a signed parental note giving the reasons. • This must be done for all absences, even if The Academy has been contacted by phone. • Any absence that is not explained with a note will be classed as unauthorised until a note is received. • If there are more than 3 unauthorised absences parents/carers will be asked to attend an interview with the student's Pastoral Manager to explain the absence. • If a student is ill for a period of 5 days we will ask to see medical evidence - either in the form of a certificate or a photocopy of the prescription or GP appointment card. <p><u>Medical appointments</u></p> <ul style="list-style-type: none"> • Medical appointments of any kind must be confirmed with an appointment card or letter. • For morning or afternoon appointments we expect the student to be in school for the other half of the day. <p><u>Leave of absence</u></p> <ul style="list-style-type: none"> • Absence in school term time is at the discretion of the Principal and is not a right. • It is the academy policy not to allow students time off for holidays. • Absence without the authorisation of The Academy is liable for a Fixed Penalty Notice. • A leave of absence form is available from the 'Attendance Office' which must be completed by the parent/carer prior to any leave been taken. • Parents/carers must request leave as far in advance as possible; for holiday leave this should be at least one term in advance. • A letter outlining the decision of the school will be sent home within seven days. <p><u>Fixed Penalty Notices</u></p> <ul style="list-style-type: none"> • Fixed Penalty Notices are issued for less than 90% unauthorised attendance; taking an unauthorised holiday or if a student is late (after the close of registers) more than 10 times. • The Penalty Notice carries a fine of £100 per student (not per family). • Unpaid fines could result in prosecution for the offence of failing to ensure a student's regular attendance with fines of up to £2500 and/or 3 months in prison.
<p>Academy Procedures</p>	<ul style="list-style-type: none"> • Targets for whole school attendance are set by the governing body. This is 93% for the academic year 2009/2010. • Registers are legal documents which are taken every lesson by staff. • Student absences causing concern will be discussed at the weekly meetings between the Attendance Officer and Pastoral Manager. • Referrals are made to The Academy's Educational Welfare Officer.

	<ul style="list-style-type: none"> • Students are set challenging attendance targets which are recorded, discussed and monitored in coaching groups. • Registration certificates form part of all Academy meetings with parents. • Good and improving attendance is rewarded through assemblies and participation in celebration events.
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Staff Responsible	JHA
School Group Responsible	Standards
Date approved by December 2009	Review Date July 2010