



De Lacy Academy

ATTENDANCE POLICY

Reviewed

July 2021

De Lacy Academy

- We work in partnership with parents
- We have inclusive principles
- We work in an atmosphere of mutual respect and consideration

In our academy there is the right to:

- **Learn** in an encouraging environment
- Feel **safe** and cared for in the academy
- **Achieve** the best qualifications possible
- **Enjoy** time in the academy
- **Know** that any adult in the academy can be approached for help, advice or guidance

For students to gain the greatest benefit from their education it is vital that they accept our minimal expectations which are:

- **Attend the academy regularly**
- Be **punctual**, arriving to the academy and lessons on time
- Aim for a minimum of 95% attendance

WHY REGULAR ATTENDANCE IS IMPORTANT

We recognise that any absence from school affects the pattern of a child's education. Regular absence will seriously affect their learning.

Ensuring regular attendance is a parent's legal responsibility and permitting absence from the academy without a good reason will be challenged.

PROMOTING REGULAR ATTENDANCE

Helping to create a pattern of regular attendance is everybody's responsibility.

All staff have a clear understanding of the links between behaviour, attendance and student progress and attainment.

TO HELP US ALL FOCUS ON THIS WE WILL:

- Celebrate and reward good attendance when appropriate
- Work and meet with parents to raise attendance levels across the academy
- Support and guide parents with any issues
- Maintain regular dialogue with parents regarding attendance and punctuality.

UNDERSTANDING TYPES OF ABSENCE:

Every half day absence from the academy must be classified by the academy (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably by telephoning the academy on the first day of absence, or a note from parent/carer. **Please note that the academy does have an answer machine service so that messages can be left out of academy hours. Parents can also use the School Comms or gateway to send a message out of hours.**

Authorised absences are mornings or afternoons away from the academy for a reason like illness, medical or dental appointments (with evidence such as an appointment card or letter) which unavoidably fall in academy time. Any other unavoidable causes are authorised at the discretion of the academy in line with government legislation. Wherever possible appointments should be made out of academy hours or towards the end of the academy day in order to prevent loss of learning. The academy can and does request medical evidence to support such appointments or absence if they are made on a frequent basis and will not authorise if this is not provided.

Illness of over 2 days may not be authorised without medical evidence.

During an academic year, when a student has had three separate illness related absences, any subsequent absence may not be authorised unless evidence is provided. This could be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Please note that the Academy is not asking any parent to incur a charge for such information and will not be liable for the cost.

Unauthorised absences are those which the academy does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes: (Please note this list is not exhaustive)

- Parents/carers keeping children off from the academy unnecessarily
- Truancy before or during the academy day
- Absences which have never been properly explained
- Students who arrive in the academy too late to get a mark
- Shopping, birthdays, hair appointments or looking after other children or family member.
- Day trips and holidays in term time.
- Not having the correct school uniform
- Visits from relatives

If your child is reluctant to attend the Academy or is having any problems with irregular attendance, please contact a learning manager.

We do request that parents do not keep their child off with minor ailments such as a headache or slight cold.

If there are any concerns about your child's attendance, please contact the attendance team, or your child's Learning Manager who will be pleased to help.

PERSISTENT ABSENCE (PA):

A student becomes a 'persistent absentee' when they miss 10% or more of their attendance across the academic year for whatever reason. Absence at this level is doing considerable damage to any young person's educational prospects. As an academy we need parents' fullest support and co-operation to tackle this.

Absence is monitored thoroughly. For any case that is seen to have reached the PA mark or is at risk of moving towards that mark, parents/ carers will be immediately informed.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic tracking as absence affects progress and attainment. The Inclusion Team will discuss such cases at a weekly meeting.

ABSENCE PROCEDURES FOR PARENT/CARER

If your child is absent, you must:

- Contact the academy by **8.25 am** on the first day of absence and any subsequent days they are absent. This can be either by phone 01977 722489 option 1 or 5 (we do have a voicemail), email attendance@delacyacademy.org.uk or using the Academy text message service or school gateway app.

If your child is absent and we have not heard from you, we will:

- Telephone or text on the first day of absence, we may also make a home visit.
- Usually make a home visit following a weekend (even if we have an absence reason) . After 2 or more days of absence, we will make a safe and well check, even if we have a reason for the absence.

If a student is absent from school and is able to work from home we have all classroom tasks on Microsoft Teams. This gives students 24 7 access to learning resources, revision and collaborative learning opportunities. Each subject will tailor this to best support the pedagogy for that subject area.

Self-Isolation

- Students who have to self-isolate for any reason will follow their normal timetable at home. They would access the work they need to do independently, in the Working from Home Team for their Year group, on Microsoft Teams.
- Student Support Officers are on hand for students working from home. Email info@delacyacademy.org.uk

CONCERN ABOUT ATTENDANCE

If we have a concern regarding your child's attendance, we may -

- Contact with you either via phone or email
- Send out a letter
- Make a home visit
- Meet up with your child on a weekly basis to discuss any concerns re their attendance.

If attendance continues to decline, we will invite you into the Academy to discuss an Attendance Support Plan. **We may issue an Attendance warning letter immediately at this stage if we have serious cause for concern.** Your child's attendance will be monitored on a weekly basis by one of the attendance team. If your child has further unauthorised absences, the academy will refer direct to the Local Authority for statutory intervention. This could mean either an Education Penalty Notice or prosecution.

LATENESS:

Poor punctuality is not acceptable. Lessons begin at 8.25 am, so students need to ensure that they are punctual to the Academy in order to not miss any vital learning. 8.20am is a good time to arrive.

How we manage lateness:

All students are expected to arrive on time at the Academy ready for lessons which begin at 8.25am.

If a pupil arrives into the academy after **their lesson** they **MUST** report to STUDENT RECEPTION to sign in. At **9.00am** the registers will be closed. In accordance with the Regulations, if a student arrives after this time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark and will mean they have an unauthorised absence, this code is a **U**. **This may mean that you could face the possibility of an Education Penalty Notice if the problem persists.**

Students who are late to the academy after **their lesson begins** will be issued with a detention the following day. Parents will be informed via Gateway.

PENALTY NOTICES

From September 2018 our attendance procedures are changing in line with the Local Authority.

Penalty Notices (PN)'s can now be issued for irregular attendance.

They can be issued if the child has

- Had a 4 or more sessions of absence in a period of no more than 6 weeks and meets the terms of a prosecution under Section 444(1) of the Education Act 1996 and the school/Council has previously issued a warning letter giving the opportunity to improve attendance over a 15-day period.
- The child has 4 sessions of unauthorised leave of absence in term time and the Principal has advised the parent in writing that the leave of absence does not constitute the Principals view of an exceptional circumstance.
- The child has taken leave of absence in term time without parents requesting authorisation from the academy.
- Exclusion has taken place and the parent has allowed the child to be present in a public place during school hours, without reasonable justification, during the first five days of a fixed or permanent exclusion.

TELEPHONE NUMBERS:

There are times when we need to contact parents/ carers about lots of things, for example if your child is unwell or we need to make contact if your child has an unexplained absence, so we need to have your up-to-date contact numbers at all times.

Please note no student is sent home unwell without contacting a parent or carer. We expect all students to be collected by an adult when they are unwell.

HOLIDAYS IN TERM TIME:

In line with the Governments new legislation effective from 1st September 2013 no requests for holidays can be authorised except in exceptional circumstances.

For the academy to consider exceptional circumstances a leave of absence form must be submitted at least four weeks before the proposed start of the holiday and booking the holiday. For the Academy to consider exceptional circumstances the request must be put in writing together with any supporting evidence. A meeting or phone call will then take place to discuss the request.

All holidays will be classed as unauthorised, unless you receive confirmation in writing from the Academy that the holiday has been authorised. There are no exceptions.

All holidays that are unauthorised may be referred to the Local Authority to issue an Education Penalty Notice.

Those people responsible for attendance matters in this academy are:

Vice Principal: Mrs H O'Brien

Attendance Manager: Mrs C Bettison

Attendance Officer: Mr M Dunwell

Year 7	Mr Siddons	Learning Manager
Year 8	Mr Banks	Learning Manager
Year 9	Mrs Allington	Learning Manager
Year 10	Mrs S Jackson	Learning Manager
Year 11	Mrs Wilcox	Learning Manager

SUMMARY:

The academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All academy staff are committed to working with parents and students as the best way to ensure as high level of attendance as possible.

Date of Policy: May 2009.

Date of Policy Review: [July 2022](#)