

SHREWSBURY ACADEMY



Achieving Excellence Together

Student Attendance Policy

	Date
Established/reviewed by school	July 2016
Reviewed/revised by Governors' Committee	
Next review due	July 2017

Person responsible: Mr D. Perks

SHREWSBURY ACADEMIES TRUST

ATTENDANCE POLICY

At Shrewsbury Academy we recognise that regular attendance is essential for achievement in school. Poor attendance can have a number of causes therefore it is the school's role to monitor all pupils' attendance and to work with parents, pupils and the EWS (Education Welfare Service), to investigate the reasons for non-attendance, and to act accordingly to ensure improvement.

Form Registration am/pm

Pupils are expected to be in their form rooms for registration as follows;

- 8.45 am for monitoring registration, closing at 9.05 am. Any pupils arriving late must report to Student Services to be registered
- 1.55 pm registration in lesson
- Pupils who arrive late to registration with no contact from parents or no valid reason will be placed in break or lunchtime detention by form tutors.
- Persistent lateness will involve the EWS and parents will be invited into school. This could lead to a fine or prosecution.

Class registration

- Pupils are expected to arrive on time to all lessons. Lateness to lessons will result in detention.
- Persistent lateness to lessons will result in KS3 or KS4 Directors' involvement. Pupils will be placed on a monitoring report and parents contacted.
- Pupils who truant are quickly identified through our electronic registration system and parents/carers are quickly notified.
- Persistent truancy will result in EWS involvement and may result in fines or prosecution.

Absence from school

Where a parent/carer is felt to be failing in ensuring the regular attendance of their child the Education Welfare Service may serve a Fixed Penalty Notice (fine) or serve a prosecution order through the courts, which may result in a further fine or prison sentence

There are only two justifiable reasons to support a child's absence from school;

- Medical reasons supported by a medical practitioner
- Leave of absence authorised by the Head Teacher.

All other absences are classed as unauthorised

Pupils leave of absence from school for family holidays

- No parent can demand leave of absence for the purpose of a holiday.
- The Head Teacher of the school has the discretionary power to grant leave for a holiday. Holidays are not classed as exceptional circumstances.
- Pupils in the first term of Year 7 and pupils in Year 11 should not be out of school at all.
- Parents/carers must complete an application for pupil Leave of Absence Form, which must then be returned to the school. This is available from School Reception

As part of our role to monitor pupil welfare and progress Shrewsbury Academy operates a team approach involving Form Tutors, Heads of Houses, KS3/KS4 Pastoral team, SENCO, Support staff, Assistant Head, EWO and multi-agency team working in partnership with parents/carers. Any concerns parents/carers have about attendance or punctuality should be shared with the Attendance officer or EWO.