



# **Attendance Policy**

**Member of SLT Responsible for Policy:**

**Michelle Lovatt**

**Date: September 2018**  
**Review Date: July 2019**

## **ATTENDANCE POLICY**

At Shrewsbury Academy we are committed to providing an excellent educational experience to all pupils. We recognise that punctuality and good attendance are essential for achievement in school. As a school, we will do all we can to ensure a maximum attendance for all pupils. 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 EWO (Education Welfare Officer), to investigate the reasons for non-attendance, and to act accordingly to ensure improvement.

It is the policy of our school to celebrate achievement. Attendance is a critical factor in a productive and successful school career. We actively promote and encourage 100% attendance for all our pupils. As a minimum, we expect every pupil to have an attendance of 95%. Below this will affect your child's learning, progress and achievement.

### **Form Registration am/pm**

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

- 8.45 am for monitoring registration
- 2.00 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 their form tutor.
- After 3 late marks a letter will be sent home to parents. If any more late marks are given after the letter the student will be given a Lunchtime detention by the Attendance officer.
- Persistent lateness will involve the EWO 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 Assistant Headteacher 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 EWO involvement and may result in a penalty notice (fine) being issued or prosecution by the Local Authority, where penalties include fines, unpaid community work or even a custodial sentence for repeat offenders.

### **Absence from school**

Where a parent/carer is felt to be failing in ensuring the regular attendance of their child, the Local Authority may issue a Fixed Penalty Notice (fine) or serve a prosecution order through the courts, which may result in a further fine, unpaid community work or prison sentence for repeat offenders.

- The Attendance Officer and EWO will monitor all pupils attendance.
- If any pupil's attendance drops below 90% parents will be contacted either by phone or letter to discuss the issues around attendance and plan ways in which this can be improved.

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

Persistent unauthorised absences will be monitored by the attendance officer and reviewed daily. Shrewsbury Academy will follow Shropshire Councils Children missing in education guidance.

#### **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 in exceptional circumstances. 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 in monitoring pupil attendance, 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 Miss Lovatt Deputy Headteacher KS4, Mrs Cornish Assistant Headteacher KS3 and Mrs Rogers Attendance Officer.

Updated September 2018