



KING JAMES I ACADEMY

Attendance & Punctuality Policy

Date adopted by Governors: November 2018

Date of Next Review: November 2019

Attendance and Punctuality Policy

1. Aims

- 1.1 This policy sets out targets and expectations regarding attendance and punctuality within the Academy and the procedures and strategies in place to achieve them.

2. Purpose

- 2.1 Pupils are unlikely to fulfil their educational potential without regular attendance to the Academy. Our objective is to achieve at least 95% attendance across all year groups in the Academy.. Further targets are set for reducing the level of unauthorised absence and persistent absence. The Academy has clear procedures for registration, which all staff, pupils and parents should understand. This is communicated through the staff handbook and student planner.
- 2.2 It is accepted that accurate figures for attendance are essential and that the Academy should be entirely transparent in its procedures. This is not only expected by partner organisations (e.g. OFSTED) but also provides an accurate base-line. We pride ourselves on the rigorous approach to registration we have adopted and the fact that we comply fully with the DfE School Attendance Guidance (First Published 25th November 2013 (REF: DFE-002587-2013))
- 2.3 It is recognised that good attendance is encouraged by an appropriate curriculum, supportive pastoral systems and a safe and secure environment. All teaching and support staff are aware of their responsibility for promoting positive attendance as well as monitoring attendance.

3. Strategies

- Staff training sessions and pastoral meetings are regularly used to promote the principles and practice of good attendance and punctuality. Staff are expected to act as role models, for example by beginning lessons promptly;
- The Academy communicates its expectations and procedures to pupils, parents and other agencies, including the Schools Attendance Improvement Team (SAIT), who work in close partnership with the Academy Attendance Officer.
- The Academy has developed a pro-active approach to monitoring and reducing absence and lateness;
- The Academy will work in a multi-agency partnership to identify and support pupils who are not attending (or are 'at risk'). If all 'in-house' strategies fail, the Academy will seek, in partnership with the educational support services, to offer alternative provision.
- Strategies to improve attendance and punctuality, whilst at the same time reducing rates of persistent absence are contained within the Academy Improvement Plan along with a range of rewards designed for the majority of students who attend well.

4. Procedures

- Precise registration procedures, monitored by the SLT with responsibility for Attendance and the Academy Attendance Officer;
- A system of 'first day absence notification' has been implemented and is regularly reviewed; effectively utilising electronic communication to liaise with parents regarding absences.

- Regular meetings between the SAIT and the Academy Attendance Officer, with an identified senior leader responsible for overseeing all aspects of attendance and punctuality;
- Subject teachers register classes and follow up instances of absence and lateness, with appropriate sanctions in line with Academy policy where necessary.