



KING JAMES I ACADEMY

Attendance & Punctuality Policy

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 attendance across all year groups that is above regional average. 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.
- 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.
- 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

- Pupils are expected to arrive at school **before** 8:40am, by which time they are expected to have arrived at their form classes for morning registration which lasts for 10 minutes. Form teachers record attendance at this time, and this is then used by office staff to contact parents to determine reasons for absence.
- Pupils who have not arrived by 8:40am are required to sign in at reception, via our main entrance. When a pupil is late, they will be given a verbal warning, each AM late mark will result in a 45 minute after-school detention being issued. Parents are contacted via text message or by phone by one of the office staff. Allocations of detentions are determined and at the discretion of the Attendance Coordinator. This system is reset each half term to give the student a fair chance of improving their attendance and to accommodate for genuine errors on the part of the student/parent/carer.
- 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 and pupils are regularly guided and encouraged to arrive at lessons on time by staff on duty. Regardless of this, we expect students to take personal responsibility for attendance and punctuality throughout the school day and lateness to individual lessons is also monitored and appropriate action taken when necessary.
- 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 Coordinator.
- 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 and take further steps to support the improvement of attendance.

- 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.
- Attendance rewards are given out on a weekly, monthly and termly basis.

4. Other Procedures

- Precise registration procedures, monitored by the SLT with responsibility for Attendance and the Academy Attendance Coordinator;
- 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.