



ARNOLD ACADEMY

ATTENDANCE

Pupils are expected to attend Arnold Academy regularly; it is the responsibility of parents to ensure their child attends regularly and punctually. The Home–School partnership agreement clearly informs parent and pupil of this responsibility. Academy staff will encourage good attendance and punctuality through personal example; pupils who have achieved 100% attendance will be presented with a certificate.

Staff should convey to pupils that lateness is very disruptive and affects the learning of not only the individual but also the class.

FAMILY HOLIDAYS DURING TERM TIME

The following information on holidays has been the subject of consultation between Arnold, Parkfields and Harlington Upper and adopted across the partnership.

The academy discourages family holidays in term time due to the impact on pupils' learning. There is no automatic entitlement for any holiday. A pupil will only be granted holidays in exceptional circumstances. Holiday requests of more than 10 days will be recorded as unauthorised.

Holidays requests for September, May or the first two weeks of June, when important testing takes place, will not be authorised.

Fixed penalty warnings may be issued if 10 or more sessions of unauthorised absence are taken in a ten week period.

A Fixed Penalty Notice may be issued when a pupil has taken more than 10 sessions of holiday which has not been authorised.

Requests for leave of absence in term time must be applied for at least four weeks before the date of the leave using the form available from the academy office.

Only the Headteacher, Deputy Headteacher or Assistant Head Teacher (Pastoral) can authorise absence.

If a request form is not completed the holiday will be unauthorised.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

Requests for term-time holiday

The [Education Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in very exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

These regulations are being followed at Arnold Academy and will mean that only under exceptional circumstances will any leave be authorised.

Extended Holidays

The academy actively discourages the taking of extended holidays in term time. If the academy grants leave for an extended holiday, that then extends beyond the agreed deadline it may constitute grounds for removing the pupil from the academy's roll.

Monitoring attendance.

There is a clear structure of monitoring and roles within the academy to ensure attendance is high. **(See appendix 1e)**

Action

- Parents are expected to contact Arnold Academy on each day of absence before 10.00am.
- Office staff will telephone parents if no contact has been made on the first and each subsequent day of absence.
- Upon return if no reason has been provided for the absence then a standard letter will be sent home requesting information, if this action does not result in an explanation a final follow up letter will be posted after seven school days. Should the reason for absence still remain unknown then contact home will be made by telephone.
- Pastoral tutors will initiate contact with parents if concern is raised about attendance in general. All telephone contact must be recorded on CPOMs.
- Pastoral Leaders will be made aware of concern and share with other staff to establish whether there has been a history of poor attendance.
- Pastoral tutor will keep the PL and AHT (Pastoral) aware of any difficulties in attendance of which they have been advised by parents.
- Parents will be made aware of the need for the academy to contact external support (EWS and Medical Needs team) should a child exceed fifteen days medical absence (non consecutive).
- Medical support will be requested by AHT (Pastoral).
- Pastoral tutors will liaise with parent to ensure the pupil has sufficient work at home in order to be kept up with the class if absence is extended and appropriate.
- Pastoral tutors will liaise with Medical Needs tutor if appointed.
- In cases of extended or regular absence that have no medical basis then the EWS will be contacted.
- The AHT (Pastoral) will initiate a pre-referral meeting with the EWS, pastoral team and parent(s).
- If no satisfactory outcome, i.e. pupils attendance does not improve then the academy will make a formal referral to the EWS to take further legal action.
- Parents/carers who fail to cooperate with the EWS or academy may be issued with a Fixed Penalty Notice if their child has unauthorised absence of 10 sessions or more during the previous 12 weeks, this includes when a pupil has taken a term time holiday, which has not been authorised, by the academy.
- Parenting contracts may be drawn up in the case of regular poor attendees to improve the child's attendance and learning opportunities.
- Letters will be posted home to those pupils who have shown a positive improvement in their attendance and those who are still a cause for concern.

Registration

- Registers will be taken at 8.50am and at 12.10pm, (Y7 & 8) and 8.50am and at 1.10pm (Y5 & 6); pupils will be marked present or absent on an electronic (SIMS) register. New staff will be instructed on register completion by the Pastoral Leader.
- Pastoral tutors must be precise in recording the absences / attendances and only mark a pupil present if the child has reported to the tutor personally.
- Pupils who arrive late will sign in on the late sheet, lateness will be monitored.
- Registers will close at 8.50am, 12.15pm (Y7 & 8) and 1.15pm (Y5 & 6); pupils arriving after this time will be recorded as late.
- School attendance statistics are reported termly to governors and annually to all stakeholders.
- A reward system for 100% attendance is in place.
- Pupils who are late will explain their reasons with the Pastoral tutor who will decide if any further action should take place.
- If a pupil, who does not rely on school transport, is late more than twice in a week, they will be asked to report to the AHT (Pastoral) and may be required to make up the time. Parents will be informed of a pupil's lateness by text.
- Pupils will be informed regularly of the procedures to follow if they miss the class registration.
- All persistent absentees (PAs) <95% (dependent upon the position in the school calendar) will be regularly monitored and action implemented with targets set. The DHT (Inclusion) and standards leader (B&A) will oversee all PAs attendance.

Arrangements for monitoring and evaluation:

The academy will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The Senior Leadership team and the Governing Body will evaluate the data and decide what, if any, further action is required.

(Cross reference: Handbook)

Recording Absences

The academy office staff monitors pupil absence in order to support the pastoral tutor, and will chase up any uncoded absences. Letters are initiated by the pastoral admin assistant.

All absences must be coded within two weeks of absence; any uncoded absences will be recorded as unauthorised after this period.

Absences should not be authorised once the Education Welfare Service (EWS) has been involved in a prereferral meeting or has issued a warning letter for court action to parents, unless a medical certificate is received.

The DHT/ AHT (Pastoral) will contact the EWS when further advice is needed.

Support for pupils

- In the event of a pupil returning after a long-term absence the Pastoral tutor / Pastoral leader will implement an individual reintegration programme with PALM support.
- The pastoral tutor will maintain regular contact throughout any extended absence with the family and home tuition support agencies.
- Pupils who do experience difficulties upon return will be offered prompt and sympathetic support from the Pastoral tutor initially, with the Pastoral Leader being fully informed and involved when deemed appropriate.

- The academy will provide appropriate work for the pupil and the Pastoral tutor will liaise with the home tutor if allocated.
- Pupils who persist in arriving late for lessons will be given advice and strategies to cope with their timetable and movement around the academy by their pastoral tutor with mentor support if required.

Monitoring and Evaluation

- Annual audit of the behaviour and rewards will identify the success of the system in place.
- Progress towards achieving the attendance target will identify the success of the system in place.
- The results can then inform the academy's development plan with identification of targets and training of staff to address priorities.
- Questionnaire and annual surveys and will be carried out for pupils and parents to seek their opinions on aspects of behaviour and attendance, these results will inform action.

Approved by the Governing Body
Reviewed: June 2019