



Policy Name	Attendance
Frequency of review	3 Years
Status	Expected
Reviewed on	December 2019
Reviewed by	Full Governing Body
Next review	December 2022

Attendance Policy

Philosophy

Ardley Hill Academy is committed to maximising attendance for all pupils to enable them to benefit fully from their education. We believe that regular attendance is vital for effective learning. We recognise the importance of establishing strong home/academy links and communication systems that can be utilised whenever there is a concern about attendance. As with many academy issues the key to success is in working in partnership with the student, home and the academy.

Responsibilities

It is the academy's responsibility to:

- Promote good attendance.
- Register students every morning and afternoon in accordance with the law.
- Monitor attendance levels.
- Provide support or intervention if attendance levels fall.
- Report attendance data to the local authority.

It is the parents/carer's responsibility to:

- Ensure that their child attends the academy regularly, properly equipped and in a fit condition to learn.
- Inform the academy using the correct procedures if their child is absent.

Specific responsibilities are defined further in the Attendance procedures.

Implementation

Our implementation procedures are set out fully in the Attendance procedures and cover:

- A whole Academy approach where teaching staff understand the importance of attendance and the registration process.
- Completing registers in an accurate and timely manner at the beginning of the morning/afternoon sessions.
- Half termly monitoring of attendance.
- Parents understanding the importance of contacting the academy on the first day of absence to inform us of the reason for absence. If a child is marked as absent with no reason provided, the academy will contact the home during the first day of that absence.
- Parents providing a note of explanation or a telephone call when their child returns to the academy if a reason for absence has not been previously provided.
- Effective use of the School Attendance Service.
- A positive approach which places a high value on attendance and punctuality.
- Use of certificates for full attendance for the whole year.
- Use of Paddington Bear reward scheme for best weekly attendance for the class.
- Regular and positive items on attendance and punctuality in newsletters.
- Including attendance within our Home/Academy Agreement, signed by parents when their children start at our academy.
- Follow-up of the persistently absent (missing more than 10% of school), including lateness by letter and/or meeting.
- A pupil's absence from the academy remaining unauthorised until a satisfactory explanation & evidence is given by the parent.

Last Revised: November 2019