



# ATTENDANCE POLICY

Author of Policy  
Lucy Grenen  
Assistant Principal Learning

Date adopted by Governors/Academy  
December 2014

A handwritten signature in purple ink, appearing to read "Rat J Mcs", is written over a horizontal purple line.

Signed on behalf of Governing Body

Reviewed  
December 2014  
ALL SAINTS CHURCH OF ENGLAND ACADEMY PLYMOUTH  
Pennycross, PLYMOUTH PL5 3NE

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

## Introduction

Attendance is central to the achievement and success of every individual student and of the Academy as a whole. Good punctuality and attendance is not only important for all students' academic progress but also their social and personal development and preparation for working life.

## Purpose

Through demanding and ensuring good punctuality and attendance the Academy enables students to keep safe, progress academically, develop social and personal skills and prepare them for a working life and life beyond the Academy. This policy outlines the different roles of staff in ensuring good punctuality and attendance and the expectations of both students and staff.

## Procedure

An attendance register must be taken every lesson, ideally within the first ten minutes

All students are set an attendance percentage target at the start of each academic year, which is then monitored every week and reviewed every half-term. All students will start the academic year with a target of at least 94%. Tutors will monitor attendance every week and will update targets for all students every half term.

Every week, Learning Family Leaders, Children and Family Support Managers and Assistant Principal Student Support, receive Official Registers. Students whose attendance causes concern are then targeted by the tutor and CFSMs.

The parents of every absentee will be contacted by the CFSM on the first day of absence. Where contact is not made within 2 days a letter must be sent home by the CFSM. If there is no satisfactory response, the CFSM should invite the parent/carer to a meeting. If the parent does not attend or there is still a concern about the student's attendance, then the student must be referred in writing to the Education Welfare Officer. If attendance concerns recur within 2 weeks the matter should be referred to the EWO again. Where possible the CFSM should offer to send work home for students likely to be absent for more than 1 day. If a child has a Child Protection Plan the Social Worker must be informed of any unexplained absences immediately. Every half term parents of students below 90% attendance will be written to by the Assistant Principal Student Support.

The Assistant Principal Student Support will meet every week with the EWO and CFSMs to monitor and initiate action on students with attendance 87% and below and therefore at risk of persistent absence.

Every half-term Learning Family Leaders will award certificates to students with outstanding attendance [100%], excellent attendance [98% and 99%], very good attendance [96% and 97%] and good attendance [94% and 95%]. Attendance will also be a key feature of identifying the most successful Learning Family. Every half term one student with 100% attendance from each Learning Family will receive a ten pound reward voucher.

Percentage attendance figures for each tutor group should be kept weekly with the winning tutor group announced in assembly and displayed prominently in the Academy.

When a student has deep-rooted attendance problems, the Academy should consider all possible means of engaging him/her. As well as involving the EWO, such measures could include referral to the Phoenix Centre, the Secondary Inclusion Programme, ACE, NOT School, a trial at another school, restricted timetable, referring the parent to the Family Liaison Officer, calling a CAF meeting and involving CAMHS, Social Services and any other provisions available.

Learning Family Leaders will monitor students' punctuality to school every week and arrange for parents to be contacted and student to be issued with a sanction, where necessary.

When a student is known to have truanted a lesson, the subject teacher must inform the CFSM. It is the subject teacher's responsibility to issue the appropriate sanction, e.g. subject detention. The CFSM informs the parent and the tutor places the student on lesson report. Where a student truant most or all of the day, it may be necessary for the Learning Family Leader to arrange a meeting with the parent and to arrange appropriate sanctions.

The Assistant Principal Student Support will monitor attendance data on a regular basis, at least half-termly. This will include monitoring the progress of different groups of students, e.g. male and female; BME students, EAL, LAC, Gifted & Talented and Free School Meal. Where significant disparity occurs appropriate action must be taken.

## Resources

Student Attendance report