



### 1.0 **Introduction**

Registered pupils of compulsory Academy age must by law attend Academy regularly. It is the aim of the Academy to secure maximum possible attendance at all times and it is the policy of the Academy to resist all forms of unauthorised absence.

### 2.0 **DfEE Guidance**

Extracts from the DfEE Guidance on School Attendance and Guidance on Attendance Registers are given in Annex A to this policy and a copy of the letter sent to parents in Annex B.

### 3.0 **Action to be taken to carry out Guidance**

- 3.1 The Attendance Officer will wherever possible contact parents on the first day a pupil is absent without explanation when the register is called to emphasise that absence is a matter of concern and will be followed up. This will be done by telephone or by means of a notification and reply slip sent to the parents. Close links will also be maintained with Education Welfare Officer using her/him when necessary to visit the home.
- 3.2 The Academic mentor will keep a close eye on each pupil in her/his form and report any queries to the Head of House.
- 3.3 The Academic mentor or any teacher who has cause to be suspicious of actual truancy will report her/his suspicions to the Head of House without delay.
- 3.4 The Registration process will follow the patterns and routines laid down in the Academy '**REGISTRATION POLICY**'.
- 3.5 Truancy during the Academy day will be watched for by means of checking class lists against Electronic registers. We will do weekly spot checks at random times to identify internal truancy.
- 3.6 Any general query about strange attendance patterns will be raised at weekly House meetings.
- 3.7 Authorised absence (including holidays in term time) which means that the approval has been given in advance by Head of House or AP or that an explanation offered afterwards has been accepted as satisfactory justification will be at the discretion of the AP or Head of House. All other

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absence will be treated as unauthorised.

- 3.8. The Academic mentor and Head of House will continually monitor lateness and if children develop a pattern of lateness the parents will be contacted in order that the reasons may be ascertained and the situation remedied.

3.9 **Attendance Cup**

To encourage good attendance the House with the best attendance each term will be awarded the Attendance Cup.

4.0 **First Day Call**

Parents should be aware that we randomly check non-attendance by a phone call home to ascertain whether a child should be in Academy or is genuinely ill.

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