

MARLBOROUGH ROAD ACADEMY

ATTENDANCE POLICY

INTRODUCTION

Marlborough Road Academy is committed to providing all of our pupils with a suitable and effective education in a safe, supportive and happy environment. We are an inclusive Academy working in partnership with parents and carers to achieve good attendance and punctuality enabling pupils to achieve their full potential.”

One of our main priorities at Marlborough Road Academy is to raise our level of school attendance. This Policy outlines the legal framework that we operate within. Good Academy attendance is an important factor in pupils achieving the following five outcomes for children and young people.

- * Being Healthy
- * Staying Safe
- * Enjoying and Achieving
- * Making a Positive Contribution
- * Achieving Economic Well-Being

We at Marlborough Road Academy believe there is a clear and direct link between regular, daily, on time attendance and high achievement.

Pupils with regular on time attendance achieve higher grades, make more friends, enjoy school, and learn positive habits that contribute to their personal and future career success.

REWARDS FOR ATTENDANCE

We offer a wide range of rewards for those children who maintain good attendance:

- Children with 100% attendance and their parents receive a certificate at the end of the Academy year.
- The class with the highest attendance each week is awarded the Academy attendance trophy.
- Each child who achieves a weekly attendance and punctuality of 100% is entered into a prize draw. The weekly winner receives their prize during assembly.
- There are regular end of term draws for special prizes.

ABSENCE AND ILLNESS

Marlborough Road Academy understands that children may need to take occasional days off school through illness or exceptional circumstances.

- Parents/carers are expected to contact the Academy before 9.30am on the first day of any absence.
- If school does not receive a reason for the absence then an unauthorised mark will be entered into the register. 10 unauthorised marks (5 days) in an academy year could result in a penalty notice being issued. (see back page)
- Following the first half-term the parents/carers of those children with less than 85% attendance will be requested to provide medical evidence before further absence can be authorised.

- If you are concerned about the amount of time your child is absent through illness, please contact the school and we can refer you to the School Health Advisor.
- On the first day of absence, parents /carers will be contacted by the school. If no contact can be made or no reason given, then the child will be given an unauthorised absence.

LATENESS

The Academy day starts at 8:50am and finishes at 3:15pm in the juniors. Infants start at 9:00am and finish at 3:10pm. Children will be marked as LATE if they arrive after these times.

Children who arrive after 9:30 will be marked as U in the register, an unauthorised absence. 10 U marks may lead to a penalty notice* being issued.

Punctuality at school is extremely important. Poor punctuality has a disruptive effect on other pupils and on the education of the child who is late. Lateness can lead to:

1. Disruption to the rest of the class as your child arrives late.
2. Children developing poor timekeeping habits.
3. Children failing to achieve their best as a result of missing important parts of their education. (We do reading, writing and maths in the morning as this is the time when children learn the most)
4. Children being embarrassed about arriving late into school while other children are busy working.

TAKING HOLIDAYS IN TERM TIME

- There are 175 non-school days in the year and parents are encouraged to take family holidays in the school holidays.
- Holiday in term time requests must be made in writing to the Headteacher.
- Holidays will only be permitted for those children who have attendance of 95% or higher at the time of the request.
- Holidays taken by those children with less than 95% attendance or without authorisation from the Head teacher may result in an immediate £50 penalty fine.
- Parents who request long term absence from the school will be granted two weeks holiday. If the holiday is longer than two weeks, the Local Authority Fixed Penalty notice system will be followed for an additional week. Beyond this, the children will be removed from the school register and readmitted if there is space in the class required.

LEAVING MARLBOROUGH ROAD ACADEMY

Parents/carers who no longer require places for their child(ren) at Marlborough Road Academy (e.g. due to moving away) are asked to inform the Academy office as soon as possible.

ATTENDANCE PANELS

At Marlborough Road Academy we understand there may be reasons why some parents find it difficult to ensure that their child attends the Academy punctually every day. We are happy to work with parents to resolve these difficulties. Our Academy works with families to help improve attendance. Any parent who is having problems with punctuality or attendance is encouraged to contact the Academy and we will be more than happy to help.

- Parents/carers of children with poor attendance may be invited into school to discuss how they can improve their child's attendance. This may involve the Education Welfare officer and, if appropriate, the Academy's Health Advisor.
- These discussions are used to help Academy staff, parents and pupils solve these difficulties together and bring about an improvement in a child's Academy attendance.
- Parents/carers are asked to make every effort to attend meetings about Academy attendance. A failure to discuss or address unauthorised absence from Academy could lead to the issuing of a penalty notice* or further court action.

*Penalty Notices

Marlborough Road Academy is required to notify the Local Education Authority of any pupil who has recorded more than 10 sessions of unauthorised absence in a single academic year. The Local Authority can issue fixed penalty notices under Section 23 of the anti social behaviour act in cases where parents do not take responsibility for ensuring their child's regular attendance at Academy. An accumulation of 10 sessions (5 days) of unauthorised absence places you at risk of this penalty.

The penalty notice gives you a fixed period (3 weeks) in which to show an improvement in attendance. Should your child fail to show this improvement you will be issued with a fine of £50. Should you fail to pay this penalty within 28 days the fine will then increase to £100. Should you fail to pay this fine within 42 days you may be prosecuted for the offence and could be subject to a fine of up to £1000.

DOCUMENT STATUS

Version	Date	Action	Approved by Governing	
			Signature	Date
1	September 2012	First Issued		
2				
3				
4				