

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.

We take attendance very seriously because there is clear evidence that any absence from school can and does impact on children's attainment.

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.

One of our main priorities at Marlborough Road Academy is to raise our level of school attendance and reduce lateness.

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*
- 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.
- 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.

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.

LATENESS

The Academy day starts at 8:50am and finishes at 3:15pm for Juniors and 3.10pm for Infants. Children will be marked as LATE if they arrive after 9.00am.

Children who arrive after 9:30 will be marked as ABSENT WITHOUT AUTHORISATION in the register. Ten unauthorised absence 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 and suffering from low self esteem.

TAKING HOLIDAYS IN TERM TIME

The Government issued new regulations in September 2013 regarding Leave of Absence;

- Headteachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application. Exceptional circumstances are defined as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Headteachers must be satisfied that the circumstances warrant the granting of leave.
- Headteachers will determine how many school days a child may be absent from school **if** the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- The school can only consider applications for leave of absence which are made by the resident parent.
- Applications for leave of absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period. This fine is £60 per child and per parent. It will increase to £120 if not paid within 28 calendar days.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits. Marlborough Road Academy understands that holidays are generally less expensive during term time but this does **NOT** count as an exceptional circumstance.

Leave that is taken for the following reasons **will not** be authorised:

- Overlap with beginning or end of term
- Booked the wrong dates by mistake
- Booked by another family member
- Attending a wedding that is not immediate family
- Family birthdays
- Medical appointments abroad
- Ill health of a relative

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.

Parents who take their children out of school for long term absence will result in a referral being made to the Education Welfare Officer and Child Missing Education Team. The child's name will be removed from school roll.

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 Safeguarding and Attendance Officer at the Academy, who 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 the Academy. An accumulation of 10 sessions (5 days) of unauthorised absence places families at risk of this penalty.

The Penalty Notice fine is £60.00 and is per child and per parent. If the fine is not paid within 21 calendar days of issue, it will be increased to £120.00. If the penalty is still not paid within 28 days you will be prosecuted under Section 444(1) of the Education Act 1996. You will be prosecuted for failing to ensure that your child(ren) attend(s) school on a regular basis, ie not for the non payment of the penalty.

For continued non payment you could be subject to a fine of up to £2,500.

DOCUMENT STATUS

Version	Date	Action	Ratified by Governing Body	
			Signature	Date
1	September 2012	First Issued		
2	September 2017	Rewritten (HO)		
3				

This Policy has been impact assessed to ensure that it does not have an adverse effect on race, gender or disability equality