



**United Learning**  
The best in everyone<sup>TM</sup>

# SHOREHAM ACADEMY

## ATTENDANCE POLICY

September 2020.

## **Introduction**

### **Aims and Expectations**

All students are expected to attend 100% of the time unless authorised by school. This will be rewarded in line with the School's reward systems.

Students need high level of attendance to take advantage of the educational opportunities available to them.

Shoreham Academy places a high priority on achieving excellent levels of attendance, we believe that regular attendance at school is vital for students to succeed and fulfil their potential, gaining the greatest from their education.

We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Therefore, it is very important that you ensure your son/daughter attends regularly and this policy sets out how together we will achieve this.

### **Promoting regular attendance**

**Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, students and all members of school staff.**

To help us all to focus on this we will:

- Give you details on attendance in our regular school newsletter.
- Report to you termly on how your son/daughter is performing in school and their attendance.
- Celebrate good attendance by displaying mentor group and school achievements.
- Reward good or improving attendance through the Rewards Policy (see Rewards Policy)
- Give parents access to live data on their child's attendance percentage on Firefly.

## **Responsibilities of parents and carers**

As a parent or carer, it is your responsibility to ensure the following

- Your child attends school every day and you are aware of your legal responsibilities under the Education Act 1996 that a child of compulsory school age must attend full time education suitable for their age, ability, aptitude and special education needs.
- Your child arrives punctually and in full school uniform and prepared for the school day.
- You contact school on first day of absence and every subsequent day before 8.30am.
- You arrange medical and dental appointments outside of school hours.
- You provide medical evidence by way of appointment cards or medical letters,
- You attend meetings if requested with regards to attendance or lateness.
- You notify the school of any changes to contact details.

## **Lateness**

Registration is taken at 8.30am, therefore students should arrive by 8.20am in preparation for their first lesson. If a student arrives after 8.30am he/she will receive a 15-minute detention; any student arriving after 9am will receive a one-hour SLT detention after school on a designated day.

All students arriving late should sign in with Student Services on arrival. Students arriving after 9am will be allocated an unauthorised late mark which legally represents an absence, 10 unauthorised absences in a period of 10 weeks will likely lead to the Local Authority issuing a Fixed Penalty Notice of £60, rising to £120 if not paid in 21 days.

If your child fails to register and we have not received any notification by 9.30am, an automated text message will be sent to your registered mobile. If a student is absent without prior authorisation and no explanation is provided, the absence will automatically be recorded as unauthorised.

## **Authorised Absence**

There are certain circumstances where a student may not attend school and absence may be authorised by the Principal or other designated member of staff:

- a) Sickness covered by medical evidence
- b) If the Local Authority do not provide transport a student is entitled to.
- c) Authorisation to take part in a day of religious observance.
- d) Exceptional leave of absence or for other educational or sporting activities to be considered individually by The Principal.

## **Absence due to Illness/Medical appointments**

On every morning of a student's absence, parents should contact the school on the automated 24-hour Absence Line **01273 274100**. Please leave a clear message, giving your child's name, tutor group and reason for absence. Any absence that is unexplained will be recorded as unauthorised. If your child needs to attend a medical appointment during school hours, an appointment letter must be sent in advance if a child needs to sign out from school.

## **Leave of absence during term time**

The Department of Education, in 2013 (Pupil Registration) (England) 2006, stated that a Principal may not grant any leave of absence during term time unless there are '**exceptional circumstances**'

Leave of absence will not be granted unless;

- (i) an application has been made in advance to the Principal by a parent with whom the student normally resides,
- (ii) the Principal considers whether the leave of absence should be granted due to '**exceptional circumstances**' relating to that application.
- (iii) every application will be considered individually. Any leave of absence of 5 days or more taken during term time will likely lead to parents being subject to a Fixed Penalty Notice being issued by the Local Authority.

## **Legal Guidelines.**

Every child of compulsory school age, who is a registered student of a school must attend the school regularly.

It is an offence under the 1996 Education Act if a child of compulsory school age fails to regularly attend the school where they are registered and the parents are at risk of prosecution under the 1996 Act (Section 444) unless those absences are authorised. As an alternative to prosecution in a Magistrate Court, parents may be issued with a Fixed Penalty Notice issued by the Local Authority.

In the case of excluded students on roll at Shoreham Academy, a Penalty Notice may be issued where a student is found by the school, Police or Local Authority in a public place during school hours without reasonable justification during the first 5 days of a fixed term or permanent exclusion.

## **Understanding types of absence**

Unauthorised absence includes:

- Parents/carers keeping students off school unnecessarily.
- Truancy before or during the school day.
- Unexplained Absences.
- Students who arrive at school late.
- Shopping, looking after other siblings.  
Day trips, holidays and birthdays/family outings.

## **Deleting students from the School Register**

From September 2013, a school is able to delete a child's name from the Admissions Register, where a student is granted leave of absence and the criteria (i) to (iii) below are satisfied:

- (i) The student failed to return to school within 10 school days or immediately following the expiry of a period of leave.
- (ii) The Principal does not have reasonable grounds to believe the student is unable to attend by reason of sickness or other unavoidable causes or have contact with parent/carer.
- (iii) Both the school and the Local Authority have failed to make contact or know of the student whereabouts after reasonable enquiry to ascertain where the student is.

## **Punctuality**

All students should arrive by 8.20am ready in class for Period 1.

Registration is taken at 8.30am, anyone arriving after 8.30am should sign in at Student Services. Registers are closed at 9am in accordance with the Local Authority guidelines. Students arriving late will receive a 15 minute break time detention. Students arriving after 9am will receive a one-hour detention on a designated day.

We will work closely with parents/carers to improve and support students, when improvements are not sustained and students continue to be persistently late will be referred to the Local Authority and Parent/Carer may be issued with a Fixed Penalty Notice.

## **Truancy**

If a student truants from school or leaves school without permission, this is regarded as an extremely serious matter, since it prevents the school from being able to fulfil its duty of care.

It may be necessary to inform the police that a student is missing.

Under no circumstances should students leave school without permission from a member of staff.

Any act of truancy will always be reported to parents, and significant sanctions will be issued in all cases.

**Staff responsible for attendance at Shoreham Academy are:**

- |   |                       |
|---|-----------------------|
| • Principal   | Jim Coupe             |
| • Assistant Principal with responsibility for attendance. | Claire Joyce          |
| • Education Welfare Officer                               | Bernadette Cartwright |
| • Attendance Officer                                      | Lucy Thaxter          |

**Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents/carers also have a duty to make sure their sons/daughters attend every day and arrive on time. All school staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible.