



Attendance Policy

Last reviewed:	November 2017
Review frequency:	Annually
Next review date:	July 2018

Attendance Policy

At Excelsior Academy we are committed to providing the best possible learning experience for all our pupils and believe that good attendance is crucial if pupils are to take full advantage of their learning opportunities and achieve their potential.

We encourage all pupils to understand the importance of good attendance and punctuality and the impact that this has on their own learning as well as the learning of others. School Principals and Welfare Teams will utilise their rewards system to support all pupils in developing their responsibility in this area.

All Excelsior Academy pupils will be set attendance targets which will be monitored and reported to parents at least termly.

School Principals are responsible for implementing the Academy's Attendance Policy within their school. They are responsible for ensuring effective arrangements for the Statutory Registration at the start of morning and afternoon sessions. In addition to the statutory requirements, pupils' attendance and punctuality to every lesson or learning session will be recorded and monitored on a daily basis.

We expect all of our pupils to come to Excelsior Academy on time every day, dressed smartly in their uniform and prepared to work. A member of The Academy's staff will contact a child's parent / carer on the first day of any absence if they have not notified the Academy of that absence by 8:30am.

When pupils arrive at Excelsior Academy more than half an hour after the start of the day or statutory session, it is possible that they will be recorded as absent from the session rather than late.

Academy Governors will authorise reported absences that occur due to a pupil being ill or as a consequence of injury or medical condition. Other exceptional circumstance that might result in a pupil being absent from the Academy should be discussed in advance with the appropriate School Principal.

Parents / carers should organise for holidays to be taken during Excelsior Academy holiday periods. Attendance Managers should be notified before any holidays are booked by completing a holiday form. Unauthorised holidays will be referred to the local authority by the Attendance Managers and may result in a fixed penalty notice.

1. Staff Responsibilities

All members of The Academy's Teaching and Learning and Pupil Welfare Support teams are responsible for:-

- Encouraging and promoting positive attitudes to attendance and punctuality and for emphasising the importance of high standards of attendance and punctuality.
- Regular and frequent monitoring of pupils' attendance and punctuality.

- Ensuring the effective and accurate recording and monitoring of the attendance and punctuality of all pupils for each session they are assigned to them.
- Each School has a Pupil Welfare and Development Manager who has responsibility for ensuring that effective arrangements are in place for:-
- Reporting attendance and punctuality to parents.
- Engaging the support of appropriate support services where necessary.
- Working with pupils, staff and parents to resolve issues that contribute to pupils being reluctant to attend school.
- Identifying pupils with poor attendance or with attendance patterns that cause concern.
- Identifying support and intervention to enable pupils to improve attendance to acceptable levels, including where appropriate liaising with external agencies.

2. Pupil Responsibilities

- All pupils are responsible for attending school every day and arriving on time for each session.
- They are also responsible for informing a responsible adult when they have problems with this.

3. Parent/Carer Responsibilities

- All parents/carers are responsible for ensuring that their child attends school, on time, correctly dressed and ready to work.
- Parents/carers are also responsible for ensuring that the Academy is informed everyday should their child be absent from school. This may be through a telephone call to school or by sending a note with another pupil, as soon as possible and no later than 8:30 am.
- A written record of the parent/carers knowledge of the absence and the reason for the absence must be submitted to the child's school by the time s/he returns from a period of absence.
- Parents/carers are responsible for contacting their child's school if their child seems to have a genuine reason for being reluctant to come to the Academy, or if they are experiencing difficulty in getting their child to come to the Academy.

Excelsior Academy will work cooperatively with pupils, parents and staff to ensure that the attendance of all pupils is good. We will work with external support services to support those pupils and parents/carers who are experiencing difficulties. We believe that all pupils have the right to education. We will work with the Local Authority when we believe it necessary, to take action to ensure that parents/carers fulfill their statutory obligation to support their child's education.