

Trevithick Learning Academy



Attendance Policy Statement

1. Preamble

This policy was written after consultation between the Principal, Administration Staff, Education Welfare Officer and a member of the Governing body.

2. Philosophy

Trevithick Learning Academy is committed to providing a full educational experience to all pupils. We believe that if pupils are to benefit from education, good attendance and punctuality is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance and punctuality will be identified and addressed as quickly as possible.

It is the policy of our school to celebrate achievement. Attendance and punctuality is a critical factor to successful education. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance.

If there is a problem, which affects a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and effectively as possible. We will adopt a clear focused approach aimed at returning the pupil to full time attendance at all times.

3. Aims

It is the aim of the school to create an ethos that encourages attendance and discourages absence or lateness.

4. Principles

- 4.1. Follow Ofsted guidelines and recommendations.
- 4.2. Ensure that all staff are aware of the registration process and receive training on registration regulations and education law.
- 4.3. Complete accurate registers at the beginning of each morning and afternoon session within 5 minutes of the start of the session.
- 4.4. Encourage parents/carers to contact staff early on the first day of absence.
- 4.5. Celebrate attendance rates in assemblies and reward good and improved attendance of all pupils.
- 4.6. Consult with members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

- 4.7. Evaluate regularly attendance procedures by the Leadership Group and the School Directors.
- 4.8. Use weekly class newsletters to parents and pupils to inform them of attendance related and related issues.
- 4.9. Work towards ensuring that all pupils feel supported and valued. Send a clear message that if a pupil is absent he/she will be missed.
- 4.10. The school continues to run a Breakfast Bar to encourage punctuality.
- 4.11. Trevithick Learning Academy runs a number of after school clubs to encourage attendance.

Provide information in the parent handbook, prospectus and on the Trevithick web site.

5. First Day Contact

First Day contact is an integral part of our School Attendance Policy because First Day contact sends a clear message to pupils and parents/carers that attendance is very important.

The system emphasises the responsibility of parents to inform the school of the reasons for absence. Parents/carers will be made aware of what is expected of them through the school prospectus and the school newsletter. Parents/carers will be challenged if they fail to inform the school of the reasons for absence, or if the reasons for absence are unacceptable.

Trevithick Learning Academy will make suitable checks to identify any child missing from school. If there has been no contact by telephone, email or text from the parent/carer for longer than a 2 day period, the Attendance Officer will visit the home address to find out why the child is not attending school.

The procedure will be applied to every unexplained absence and will give a clear message that absences are not allowed for reasons other than those determined by the law.

The Internet is the preferred method of contact.

First Day contact will be used because it: -

- Raises awareness of the importance of full attendance;
- Address problems before they grow;
- Improves home/school links;
- Sends a clear message to parents/carers and pupils that if a child is absent they will be missed;
- Alerts parents/carers who may be unaware that their child is truanting;
- Requires and promotes a high level of communication within the school staff working as a team;
- Reduces the number of pupils who have a short-term absence, thereby reducing the overall absence rate;
- Assists parents and pupils to develop habits that reduce casual absence and encourages early contact from parents/carers.

6. Performance

Realistic targets for improved attendance will be set in consultation with staff and Directors when the policy is at the developmental stage.

Interim reviews will take place at regular meetings attended by the relevant staff and a member of the Governing Body.

A progress report will be included in the Principal's termly report to the Governing Body.

This policy will be regularly evaluated and reviewed by the Governing Body.

7. Referrals

Internal referrals are made when the pupil has a low attendance rate, and the reason for the absence is a concern.

The School Secretary will initially speak to the Principal and the referrals will be forwarded to the Learning Mentor.

External referrals can only be made if the pupil has more than 20 unauthorised absences in 100 sessions, the School Secretary will complete a referral form, available in the office. The completion of the form is important so that there is clear pastoral information and we have noted what we have done so far. The form is signed by the Principal and sent to the Education Welfare officer.

All referrals are monitored by the School Secretary.