

# Heron's' Moor Academy



## Attendance and Registration Policy

<b>Reviewed by</b>	Richard Evans	February 2018
<b>Approved by</b>	Education Quality Committee	April 2018
<b>Endorsed by</b>	Full Governors	14 <sup>th</sup> May 2018
<b>Next Reviewed:</b>	May 2020	

## HERONS' MOOR ACADEMY

### REGISTRATION AND ATTENDANCE POLICY

**Rationale:** This policy has been created to set out clear guidance for staff, pupils and their parents/carers relating to registration and attendance of pupils at Herons' Moor Academy.

**Aim:** Herons' Moor Academy aims to support pupils and families by creating a positive partnership to enable pupils to attend and achieve.

- Attendance is recorded daily on the computerised SIMS system in the classroom at 8.50 a.m. and 1p.m. to 1.10 p.m. This information is collated and analysed by the Learning Mentor and monitored by the Attendance Team
- Gates will be closed at 9.05 a.m. and all children that arrive after this time must report to the front office
- upon reporting to the front office they will be marked in the late book for fire safety reasons and marked on the register as being late.
- If a child is absent after 9.20 a.m., is not reported in the late book, and has no pre-notified medical/dental appointment, where there has been no contact from the parent/carer as to the unauthorised non-attendance, the Attendance Team will attempt to contact the parent/carer by telephone, text, via parentmail on the first day of absence for an explanation.
- If contact is unsuccessful by telephone, text or parentmail after **two** days the attendance team will make a home visit to check on the welfare of the child and an explanation of the unauthorised non-attendance and an expected return to the Academy date and we shall refer the matter to the most appropriate agency. The attendance team will also make a home visit if a holiday request was put in and not authorised or if the attendance team receive information about the children being on holiday.
- We advise parents that a child must not return to the Academy for 48 hours after a period of sickness or diarrhoea.
- If a child returns to the Academy after a period of unauthorised non-attendance where no explanation has been received by 3.00 p.m. by the parent/carer either in writing or by telephone the attendance team will contact the parent/carer.
- Where the Academy is not satisfied with a reason for absence, the attendance team will pursue the matter further.
- Lateness will be monitored daily and any changes in routine will be raised as a matter of concern. Areas of major concern are shared with the Headteacher and attendance team who may involve the Education Welfare Officer. Also if your child arrives after 9:30am the morning session will be marked down as unauthorised.

- Accepted authorised absence reasons:
  - Pre-notified* medical/dental appointments
  - Days of religious observance
  - Interviews for a place at another School
  - Exclusion
  - Traveller children
  - Family bereavements
  - Pre-approved* special occasions
  - Public performance/educational visit
- Illness – in certain circumstances proof may be required to authorise the absence
- Pre-approved* family holidays – parents do not have the 'right' to take children out of the Academy during term-time for the purpose of a family holiday. Holidays taken without prior agreement will be marked as unauthorised. Requests will only be approved if a child is of non-compulsory school age when they travel, or where there are special circumstances prevailing which have been discussed and agreed by the Academy, for example:
  - Forces personnel on leave from a foreign posting or associated restrictions.
  - Parent's employment restrictions (the Academy will ask for evidence from your employer).
  - Significant family/cultural events – each request will be considered individually.
- The Academy will encourage good attendance in the following manner:
  - Certification for 100% individual attendance in a term and whole academic year;
  - Gold Book recognition relating to 100% whole class attendance in a week;
  - The use of the Academy attendance mascot and stickers for whole class attendance during a full week.
  - Improved punctuality will be rewarded through conduct marks and extra play. There are two display boards that show the attendance figures for the week

**Conclusion:** This policy will allow Herons' Moor Academy to monitor and potentially improve its attendance statistics and will be reviewed annually. We welcome input from staff, governors, pupils and their parents/carers as to its content for future improvement in the management of pupil attendance.

Reviewed by Staffing Cttee. 26 <sup>th</sup> April 10. Endorsed by FGB 17 <sup>th</sup> May 10	Reviewed by Staffing Cttee. 8 <sup>th</sup> Oct. 12. Endorsed by FGB 22 <sup>nd</sup> Nov. 2012	Reviewed by Staffing Cttee 22 <sup>nd</sup> April 2013. Endorsed by FGB 13 <sup>th</sup> May 13	Reviewed by Staffing Cttee 7 <sup>th</sup> Oct. 2013. Endorsed by FGB 21 <sup>st</sup> Nov. 2013	Reviewed by Staffing Cttee. 6 <sup>th</sup> October 2014. Endorsed by FGB 20 <sup>th</sup> Nov. 2014	Reviewed by Staffing Cttee. October 2015. Endorsed by FGB 19 <sup>th</sup> Nov. 2015	Reviewed by Staffing Cttee 1 <sup>st</sup> Feb. 2016. Endorsed by FGB 17 <sup>th</sup> March 2016	Change : Reviewed by Staffing Cttee 23 <sup>rd</sup> April. 2016. Endorsed by FGB 9 <sup>th</sup> May 2016	Reviewed by Ed. Quality Cttee April 2018. Endorsed by FGB 14 <sup>th</sup> May 2018
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