

Attendance and Punctuality Policy

Academy Specific Information



This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Attendance and Punctuality Policy.

Academy:	St Saviour's C of E Academy
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SECTION 5 – ATTENDANCE EXPECTATIONS

Academy day starts at:	8.45am	Pupils expected on site by:	8.40am
AM register taken at:	8.50am	PM register taken at:	1.00pm

SECTION 6 – ABSENCE PROCEDURES

Where no information has been received by	9.00am	on the first day of
absence, the Academy will telephone the home of the absent pupil to enquire regarding the absence.		
Academy procedure:		
If the Academy is unable to contact the parent of the absent pupil by phone the following actions will occur		
<ul style="list-style-type: none"> • A text message/email to request immediate contact with the school to inform of reason for absence • A further follow-up call by the school office to ascertain reason for absence • SBMAT Attendance Officer will be informed and will endeavour to make contact with the parent • All contacts on the child's information record will be contacted in order until a contact is made • Home visits may be conducted by school staff or SBMAT Attendance Officer 		

SECTION 7 – ATTENDANCE REGISTER

AM register taken at:	8.50am	AM register will close at:	9.00am
PM register taken at:	1.00pm	PM register will close at:	1.10pm

SECTION 10 – PERSISTENT ABSENCE

Academy procedure:
<ul style="list-style-type: none"> • Meeting with pupils and parents to listen, and understand barriers to attendance, and any other problems they may be having • Explain the help that is available • Review any existing actions or interventions • Establishing attendance improvement plans to remove barriers and provide additional support. • Leading regular check-ins to review progress and the impact of support. • Making regular contact with families to discuss progress. • Assessing whether an EHC plan or IHP may be appropriate. • Considering what support for re-engagement might be needed, including for vulnerable groups.

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Implement sanctions, where necessary

SECTION 13 – CELEBRATING GOOD ATTENDANCE

Academy procedure:

The Academy will acknowledge excellent attendance and punctuality / improvement in attendance / punctuality in the following ways:

Daily Attendance Celebration

Children who attend on time, every day will be welcomed and praised as they enter the building.

Class Attendance Celebration

Once a week the attendance records of each class are celebrated in our Celebration Worship. The highest-class percentage attendance receives a trophy and extra playtime. The most improved class attendance from the previous week achieves a Superhero certificate and extra playtime.

The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

SECTION 14 – ATTENDANCE INTERVENTION

Academy's expected attendance level:

96%

Academy's staged approach / interventions to effectively manage pupil absence and punctuality as well as responses to improved attendance / punctuality.

Pre-stage	<p><u>Academy's supportive measures and ways of working with parents prior to stages outlined below:</u></p> <ul style="list-style-type: none"> • Attendance Expectations letter sent to all pupils start of the academic year. • Informal meeting • Signposting to sources of support • Telephone call to understand absence(s)
<u>Attendance Stage 1</u>	<ul style="list-style-type: none"> • Attendance Letters • Home Visits and • Meetings with parents/carers
<u>Attendance Stage 2</u>	<ul style="list-style-type: none"> • Attendance Clinic with EWO
<u>Attendance Stage 3</u>	<ul style="list-style-type: none"> • Legal Action - PNWL
<u>Lates Stage 1</u>	<ul style="list-style-type: none"> • Phone call to discuss barriers to attendance and supportive strategies to improve
<u>Lates Stage 2</u>	<ul style="list-style-type: none"> • Late Letter 1 sent to families – no improvements meeting arranged