



THE MARSH ACADEMY

ATTENDANCE AND PUNCTUALITY POLICY

AIM: To achieve levels of attendance and punctuality significantly above national averages and norms.

OBJECTIVES

- To create an environment in which students look forward to attending school and lessons.
- To provide sufficient staffing to work with students and families to improve levels of attendance and punctuality.
- To generate regular and accurate data for attendance and punctuality so that
 - colleagues are able to readily access information;
 - students can be praised / rewarded for their progress and achievements;
 - parents and guardians can be quickly informed of issues;
 - monitoring of individual students and groups is made easy;
 - causes of absence and lateness and issues of equal opportunity can be identified.
 - targets are set and reviewed for individual students, groups of students and The Academy.

PROCEDURES

Governors:

Expect the Senior Leadership Team to report on attendance and punctuality data at each meeting and thereby monitor:

- the implementation of this Policy
- progress against Academy targets.
- issues of Equal Opportunity.

Principal/Head of School:

Take overall responsibility for the implementation and monitoring of this Policy by

- Agreeing targets with the Governors and reporting progress regularly.
- Giving attendance and punctuality a high profile with students, parents and staff.
- Ensuring that there is sufficient funding to support reward systems.

The Senior Leadership Team:

- Be visible in Team Areas, welcoming students and encouraging them to be punctual. Demonstrate your pride in student achievement.
- Implement systems for rewards and sanctions including certificates, reward trips and opportunities to catch up on missed work.
- Give attendance / punctuality a high profile at Team Meetings, supporting teachers in reviewing data, setting targets and action planning Monitor for internal truancy.
- Look for patterns of absence and consider impact of curriculum upon attendance alongside other possible causes
- Ensure that students on long term absence / exclusion access a curriculum.

- Be flexible in supporting individual packages and reintegration plans.
- Review each Year Group's attendance data on a weekly basis, being alert to patterns and issues of equal opportunities.
- Communicate effectively with each other and make the Principal aware of serious issues.
- Be the very best of role models in terms of attendance and punctuality

Mini School Leaders:

Ensure that the support is in place for all students to attend school regularly and succeed by:

- Supporting and developing the roles of specialist support staff including the Student Development Leaders;
- Inform and involve students and families in action planning, being a part of Progress Interviews for all students with >10% unauthorised absence.
- Coordinating the Individual Education Plans for all students with less than 90% attendance;
- Coordinating case conferences for students making insufficient progress;
- Liaise with outside agencies as appropriate.

Student Development Leaders:

- Be a good role model for students.
- Be positive and encouraging, recognising student achievement and progress and acknowledging it.
- Involve students / families & outside agencies in resolving issues;
- Maintain records of meetings and action taken;
- Identify students genuinely finding it hard to be in school and support through case conferences and reintegration strategies

The Attendance Officer:

- Update registers, generate data and implement first day response for absence.
- Maintain and develop the systems needed to provide colleagues with attendance and punctuality data on a weekly basis, making information readily accessible and support in using it:
- Praise / reward students for their progress and achievements;
- Inform parents and guardians of issues immediately;
- Monitor individual students and groups;
- Identify causes of absence and lateness and issues of equal opportunity;
- Set and review targets for individual students, groups of students and The Academy as a whole.

Teachers:

- Be a good role model for students.
- Make lessons stimulating and fun, praising and thanking students for their contributions.
- Give attendance / punctuality a high profile by praising students for arriving on time and arranging for latecomers to make up time. Set work for absent students.

- Inform DoL/SDL when absence is impacting upon achievement and monitor for patterns of absence / truancy.
- Report concerns and action taken to Tutors and Learning Mentors.
- Set target for attendance and punctuality at academic Review Days.

Students:

- Arrive on site by 8.35am.
- Move purposefully between lessons and breaks.
- Ensure parents provide a note explaining absence.
- Be prepared to make up for time lost through absence and lateness
- Sign out at Office when leaving site for appointments.

Parents:

- Encourage students to leave home in plenty of time in the mornings.
- Provide explanations for absences and inform The Academy if students are going to be late.
- Try to make medical appointments outside the working day and to take holidays out of term time.