



ASPIRATIONS

Atlantic Academy Attendance Policy

Version control	
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Introduction

Atlantic Academy places a high priority on achieving excellent levels of attendance and punctuality enabling all students to achieve their maximum potential by taking full advantage of the educational opportunities available to them. There is a proven link between high Academy attendance and academic success; therefore, it is essential that Atlantic Academy, parents/carers and students consistently work together in order to achieve this. Atlantic has an aspirational **attendance target of at least 97% for Primary and 95% for Secondary** to support outstanding progress for all of our students.

School attendance is a legal requirement and this information about Atlantic Academy's Attendance Policy is in line with the 2013 Department for Education expectations and addendums as well as subject to the requirements contained in The Education Act 1996.

Why regular attendance is so important

Regular attendance is vital for academic success, positive well being, promotes good mental health and encourages good habits. There is a proven link between poor Academy attendance and low achievement. Government figures show the following:

- A student with an absence level of 10% will, on average, achieve 1 grade lower across all GCSE subjects.
- Of students in the 80%-90% range, only 35% will achieve 5 9-4 grades at GCSE (including Maths and English)

If you have any concerns or issues with your child's attendance, please do not hesitate to contact Atlantic Academy on 01305 820262 and ask for the Attendance Co-ordinator.

Aim

- To emphasise the importance of and ensure students have a high level of attendance and excellent punctuality at the Academy to enable them to take full advantage of their educational opportunities.
- To make explicit to all relevant parties the Academy's expectations over attendance and punctuality expectations.
- To promote a consistent approach across the Academy to all matters relating to attendance.
- To clarify the roles and responsibilities of all parties with respect to attendance.
- To communicate to all relevant parties (staff, governors, parents, students) the legal position with respect to attendance and the categories of absence which are deemed "authorised".

- To stress the importance for home and Academy to work in close partnership to achieve high attendance.

As a parent/carer it is your responsibility to ensure the following:

- That your child attends Atlantic Academy daily and is punctual
- Contact Atlantic Academy on each day of unavoidable absence by 9am, earlier where possible
- Arrange medical or dental appointments outside of Academy hours
- Inform Atlantic Academy of any future appointments in advance
- Provide medical evidence by way of appointment cards, appointment letters or prescription
- Attend meetings if requested with regards to attendance or lateness as appropriate.

Lateness

Poor punctuality is not acceptable; if a student arrives late more than twice in a week, on the 3rd occasion will receive a 30 minute detention, *unless there are exceptional reasons for lateness.*

- **Registration is taken at 8.30 therefore students need to be in the Academy by 8.27am when the gates shut.**
- The dining hall is open for Secondary students from 7.45am and *students are escorted to tutor rooms from 8.30am.*
- The Primary gate opens at 8:15 and students from Years 1-6 are expected to arrive before 8:27.
- Students who arrive after the gates have shut at 8.27am must sign in at the main reception and will receive a late mark in the register (L).
- Students who arrive after 9.30am must sign in at the main reception and will be given an unauthorised late (U) which is counted as an absence by law.

Persistent unauthorised lateness will result in a Fixed Penalty Notice being issued by the local authority.

Absence

We are required by law to provide reasons for all student absences. As a parent/carer it is your responsibility to contact Atlantic Academy on 01305 820262 by 9am **on each day of absence**

providing a reason for absence so that we are aware of the absence. Please note that this does not mean the absence is authorised.

If you do not contact Atlantic Academy, we will either phone you to find out why your child is not in the Academy or a text will be generated to your registered mobile phone contact number informing you that your child has failed to attend the Academy. This is a safeguarding procedure to ensure that no harm has come to your child if they have left home and not arrived at Atlantic Academy.

If reasons for absence are not in line with Academy policy, absence will be recorded as unauthorised.

Please avoid arranging appointments for your child during the Academy day. If this is unavoidable, please advise Atlantic Academy at the earliest opportunity giving details of the appointment. A copy of the appointment card or hospital appointment letter should be provided either when collecting or returning your child.

Absence requests during term time

- The Department for Education, in 2013, stated that the **Principal may not grant any leave of absence during term time unless there are exceptional circumstances.**
- Only the parent/carer the child resides with can make an application for a Leave of Absence. Requesting Leave of Absence must be made in writing to the Principal, by completing an absence request form, obtained from the Academy Reception.
- Absence will only be considered under exceptional circumstances and the Principal will ask for specific and appropriate evidence. Cheaper holiday dates, visiting relatives here or abroad and limitations on parental leave entitlement are not deemed exceptional circumstances.
- If Leave of Absence is taken without authorisation, it will be recorded as an unauthorised absence. In this event, parents are likely to be subject to a Fixed Penalty Notice which is issued under the Local Authority Code of Conduct and is payable to the local authority.
- A Fixed Penalty Notice can also be issued if a second leave of absence is taken during term time within any 12 month period without Academy authorisation and there are unauthorised absences of at least 1 day.
- A Fixed Penalty Notice can also be issued when a parent / carer provides the academy a reason for absence, but there is reason to believe or evidence is suggesting the absence is due to a holiday taken during term time.

The Law

It is an offence under the 1996 Education Act if a child of compulsory Academy age fails to attend regularly the Academy/School where they are registered and parents are at risk of prosecution under the Act unless those absences have been authorised.

As an alternative to prosecution, parents may be placed on the Attendance Panel Process or issued with a Fixed Penalty Notice (£60) payable to the local authority. Following recent amendments to the Education (Student Registration) (England) 2006 regulations which came into effect on 01/09/2013, each parent may be fined £60 for each child if the parents allow the child to take unauthorised leave within term time.

The regulations make it clear that the Principal may only grant leave for holidays in term time under 'exceptional circumstances.' In the case of excluded students who remain on roll at Atlantic Academy, a Penalty Notice (£80) may be issued where a student is found by the Academy, Police or Local Authority service in a public place in Academy hours without reasonable justification during the first 5 days of a fixed term or permanent exclusion.

Categories of Authorised Absence

- Treatment for illness supported by medical evidence.
- If your child is unwell and sent home from the Academy.
- Hospital, CAMHS or Orthodontic Appointments **supported by appointment letters or cards.**
- Unavoidable GP or dental appointments **supported by cards or slips.**
- Advance notice of days of religious observance.
- A student excluded for a fixed period while remaining on roll with Atlantic Academy.

Categories of Unauthorised Absence include but are not limited to:

- Truancy through the Academy day
- Parents or carers keeping children off Academy unnecessarily, including collection during the Academy day
- No reason for absence given.
- Students who arrive at Atlantic Academy after 9.30 am when registration has closed.
- Holidays and day trips in term time.

Reviewed and agreed DDE, 20th June 2023.