



**A C A D E M I E S**

# Attendance Policy

Policy Owner:	Sonya Callaghan
Ratified by:	QAT Board
Date:	April 2019
Next review date:	December 2019

# Q3 Academies Trust

## Attendance Policy

### Contents

<b>Policy statement and principles .....</b>	<b>3</b>
<i>Policy aims and principles.....</i>	3
<i>Monitoring and review.....</i>	3
<b>Key principles .....</b>	<b>3</b>
<b>Definitions .....</b>	<b>4</b>
<b>Absence procedures .....</b>	<b>5</b>
<b>Appointments.....</b>	<b>5</b>
<b>Religious observations .....</b>	<b>5</b>
<b>Term time leave .....</b>	<b>5</b>
<b>Intervention.....</b>	<b>5</b>
<b>Persistent absentee.....</b>	<b>6</b>
<b>Punctuality.....</b>	<b>6</b>
<b>Rewards.....</b>	<b>6</b>

## Policy statement and principles

### Policy aims and principles

Q3 Academies Trust believes that regular attendance is a key factor in the drive to raise standards of attainment and enhance the learning opportunities of all students. Poor attendance and punctuality is recognised as a key factor in underachievement and disaffection. It is the duty of all parents to actively promote and encourage excellent attendance with their children.

Students are expected to attend the Academy every day. It is the responsibility of parents to perform their legal duty by ensuring their children who are registered at Q3 Academies Trust attend regularly and punctually. The Academy endeavours to support parents and students in this.

We are committed to:

- Promoting excellent attendance and reducing absence
- Ensuring full time education for every student
- Acting immediately to address patterns of absence and poor punctuality

This policy is consistent with all other policies adopted by Q3 Academies Trust. Advice and guidance is taken from the [DfE School Attendance September 2018](#) and [DfE Children Missing Education September 2016](#)

### Monitoring and review

This policy will be reviewed annually to take account of:

- Changes in legislation and/ government guidance
- Any other significant change or event
- The policy being determined ineffective.

If there are any concerns these should be raised with the MAT Director of Attendance and Welfare or the QAT Assistant Vice Principal in the first instance.

### **Key principles**

**Q3 Academies Trust is required to keep regular and accurate records of each student's attendance and report this to the DfE. The Education Act (1996 and 2002) requires parents to ensure that their child/children attend the Academy on a regular basis. Non-compliance may result in legal action against parents.**

**We take attendance and its link to attainment very seriously at Q3 Academy and expect all students to be reaching an attendance target of 100%.**

## Definitions

A student is classed as absent if they arrive at the Academy after the register has closed or if they do not attend for any reason. Every half day absence from the Academy has to be classified by the Academy (not by parents/carers), as either **authorised** or **unauthorised**. This is why information about the cause of the absence is required, preferably in writing.

An authorised absence means that the Academy has either given approval in advance for a student to be away, or has accepted an explanation offered afterwards as justification for absence:

- Off-site educational activity, visit, or trip
- Dual Registered - at another educational establishment
- At an interview with prospective employers, or another educational establishment
- Where a child is participating in a supervised and approved sporting event
- Work experience
- Illness unless there is a genuine cause for concern about the veracity of an illness. The absence can be supported by medical evidence
- Medical or orthodontist dental appointments which fall unavoidably during the Academy. The student should only be out of the Academy for the minimum amount of time necessary for the appointment. Routine medical and dental appointments should be made out of the Academy hours
- Religious observance for which the Academy has granted leave (one day)
- An absence due to exceptional circumstances

An unauthorised absence is defined as:

- Parents/carers keeping children from attending the Academy unnecessarily or without reason
- Absences which have not been explained
- Arrival at the Academy after the register has closed
- Day trips and holidays during term time which have not been authorised
- Shopping, looking after other children or birthdays

Whilst any child may be absent because they are ill, sometimes they can be reluctant to attend the Academy. There are systems in place within the Academy to support students to manage their illness, for example, in relation to Sport lessons. Any issues with regular attendance are best discussed between the Academy, the parents and the child. If a child is reluctant to attend, it is essential not to cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance is not important and usually makes any issues worse.

Q3 Academies Trust defines Persistent Absenteeism (PA) as missing 10% or more (90% or less attendance) of schooling across each term during the academic year for whatever reason.

## **Absence procedures**

It is the responsibility of the parent/carer to inform the Academy of a student absence and also to inform us of any changes to contact details. The Academy needs to hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer.

Parents/carers are asked to contact the Academy before 8.30am on **EACH** day that their child is absent, informing us of a reason for the absence and when their child will be returning to the Academy.

Failure to inform the Academy of an absence will result in an 'absence text message' being sent, followed by a telephone call and home visit if necessary.

## **Appointments**

Routine medical and dental appointments should be made outside of the Academy day where possible. Where this is not possible a note and appointment card should be sent in to the Academy prior to the appointment. Students must attend the Academy before and after the appointment where possible. If the appointment requires the student to leave during the day, they must be collected by an adult listed on the student's record. Where possible, students should come into the Academy to get their mark and classwork before going to their appointment.

In the instance of a student arriving late to the Academy following an appointment, they should report to the Attendance Office where a member of the attendance team will provide them with an attendance slip. The student should then give this to their Learning Consultant to confirm that they have been registered in the Academy.

## **Religious observations**

Parents must inform the Academy in advance if absence is required for a days of religious observance.

## **Term time leave**

We require parents/carers to observe the term times of the Academy. A leave of absence is granted entirely at the Head of School's discretion. The Head of School will not grant leave of absence unless there are exceptional circumstances. Where a leave of absence is granted, the Head of School will determine the number of days a student can be away from the Academy. The Head of School does not have the discretion to authorise holidays during term time.

Any requests for leave during term time must be made 5 days in advance in writing to the Head of School.

## **Intervention**

Q3 Academies Trust recognises that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. Certain groups of students may be more at risk of poor attendance and the Academy will provide support and assistance wherever possible.

Unannounced home visits will be conducted by the Academy Attendance and Welfare Team in cases of absence.

When a student is absent for the first time a letter will be issued outlining the support that is available to ensure good attendance. If a student's absence then decreases to below 97%, a concerns letter will be sent. If no improvement is made, a medical evidence letter will be issued.

**Persistent Absentee**

In the case of persistent absence, arrangements will be made for parents to meet with/speak to the Director of Attendance and Welfare and the student's Personalised Learning Director. If attendance decreases below 90% the attendance service will be notified. Once referred to the Attendance and Prosecution Service they will attempt to resolve the situation by agreement.

**Punctuality**

See below for Academy start times. Any students arriving after this time will be classed as late and sanctioned accordingly.

<b>Q3 Academy</b>	<b>Day starts</b>
Q3 Great Barr	8.55am
Q3 Langley (year 7 and 8)	7.55am
Q3 Langley (year 9)	8.55am
Q3 Tipton	8.40am

**Rewards**

The Academy acknowledges 100% attendance in the following ways:

- Certificates
- Q-Points

Good attendance and punctuality will be rewarded in the following ways:

- Q-Points

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Q3 Academies Trust.