



### **Attendance and Punctuality Policy (Primary)**

At Isaac Newton Academy we want every student to attend school every day and to enjoy the school experience. For every child to reach their full potential during their journey at Isaac Newton, it is essential that they are in school every day to maximise every learning opportunity.

Much of the work persistent absentees miss when they are off school is never made up, leaving these students at a considerable disadvantage for the remainder of their school career. There is also clear evidence of a link between poor attendance at school and low levels of achievement:

- Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five A\* to Cs including English and maths when they leave school in Year 11.
- Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five A\* to C GCSEs including English and maths.
- Of pupils who miss less than five per cent of school, 73 per cent achieve five A\* to Cs including English and maths.

Not only does irregular attendance lead to educational disadvantage and underachievement, it also places children at risk.

Every student at Isaac Newton Academy is set a target of 100% attendance. Absence of 5% or more is considered unsatisfactory. It is the equivalent to a day's absence every four weeks over the course of an academic year.

At Isaac Newton Academy we work in partnership with parents/carers and students to ensure outstanding attendance. It is the parents/carers' responsibility in law to ensure their child attends the Academy regularly and remains on site for the duration of the academy day. Effective systems and procedures ensure regular attendance and high levels of punctuality. We closely monitor the attendance and punctuality of individuals and intervene promptly when any issues arise. Students at risk are supported to achieve regular attendance through an escalating range of interventions, including meetings with parents and class teacher, involvement of the Educational Welfare Officer (EWO), the use of parental contracts, and the use of penalty notices for persistent non attendance and unauthorised absence from the academy. We support parents/carers with non-attendance and take seriously the issues which may lead to it.

### **Responsibilities of Students**

Students are expected to:

- attend the Academy every day to meet their target of 100% attendance
- arrive to school on time, arriving by 8.45am (Year R-2) and 8.35am (Year 3 & 4) each day

### **Responsibilities of Parents/Carers:**

Parents/Carers are expected to:

- ensure that their child attends the Academy every day and support them in meeting their target of 100% attendance
- limit their child's absences to cases of genuine illness
- book holidays outside of term time. No student will be permitted to take a holiday during term time.
- make appointments for medical appointments outside of Academy hours
- contact the school by telephone by 8.15 a.m. on each and every day of absence stating the reason for the absence
- provide evidence of medical appointments

Any student absences are authorised at the discretion of the Head of Primary.

Should a circumstance arise where a parent/carer believes it is imperative that their child needs to be taken out of school they must complete a Student Leave of Absence form and request permission from the Head of Primary in person by making an appointment to meet with him/her to enable them to consider their request. Any requests will be discussed between the Head of Primary and Principal to ensure consistency between all phases of the Academy. Where the decision is taken to refuse permission, and should the parent ignore this, the absence will remain unauthorised. In addition, it is likely that the Academy will issue a penalty fine and the family may lose their child's school place.

### **Responsibilities of Class Teacher**

Class Teachers are expected to:

- take the register during the first five minutes of morning and afternoon registration
- maintain an accurate register
- monitor the attendance and punctuality of their form class constantly and carefully
- contact parents/carers whenever there is any doubt about or concern regarding a student's absence and inform the Head of Primary

### **Responsibilities of the admin Team member i/c attendance**

The admin Team member i/c attendance is expected to:

- take calls from parents regarding their child's absence, checking the validity of the reason
- follow up all unexplained and unexpected absence promptly through first day calling
- email all primary staff of any children who are absent along with the reason
- email the SLT of any children who are absent along with the reason
- produce weekly attendance reports for class teachers and attendance data for the Head of Primary
- produce accurate attendance data analysis on a half termly, termly and annual basis which will be shared with the rest of the Senior Leadership Team
- monitor the accuracy of registers and use of absence codes

## **Responsibilities of the Head of Primary**

The Head of Primary is expected to:

- monitor attendance patterns across year groups and produce data for discussion with class teachers and the Leadership Team
- investigate the underlying cause of any students with poor attendance
- put strategies in place for students whose attendance is a cause for concern
- coordinate independent learning for any student who has a long term absence
- refer students to the Education Welfare Officer when:
  - a) there has been no parental response to communications from the Academy regarding absence
  - b) attendance continues to be unsatisfactory following contact with parents/carers
  - c) there is a concern about unauthorised absence
  - d) a student's attendance has fallen below 90% for which there is insufficient medical grounds
- Identify and implement strategies to ensure excellent attendance
- Meet with the EWO for regular updates

## **Lateness**

The Academy day starts at 8.45am (Years R-2) and 8.35am (Year 3 & 4); the main gate closes at 8.47am. Pupils who arrive after this time must enter the Academy through the main entrance on the High Road. They must then be signed into the late book.

## **Collection after School**

The academy day ends at 3.45pm (Years R-2) and 3.35pm (Year 3 & 4), 3.00pm (Year R-2) and 2.50pm (Year 3 & 4) on Tuesdays. Teachers will keep the children with them until 4.00pm (3.15pm on Tuesdays). After this time children are taken to the main office where parents will be called and their child's name entered in to the 'Late Collection Book'. If a child is repeatedly picked up late, a letter will be sent to the parents/carers requesting a meeting with the Head of Primary. After 4.15pm if we have been unable to contact the child's parents or if they have not actively contacted the school, the child will be automatically sent to the After School Club and payment will need to be made for the time spent there.

## **Awards**

The class with the best attendance for the previous week is recognised, awarded and presented with the 'Attendance Cup' in the whole school assembly.

Individual children with 100% attendance are presented with a certificate at the end of each term.

Regular class attendance and punctuality figures will be shared on a weekly basis with parents/carers via the Newsletters.

## **Appendices**

- Appendix 1      Absence Codes
- Appendix 2      EWO Service Level Agreement
- Appendix 3      Student Leave of Absence form

**June 2018**