



Attendance Policy

At Isaac Newton Academy we want every student to attend school every day and to enjoy the school experience.

Regular attendance is a crucial factor in students' educational development and ability to achieve their full potential. 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.
- 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 groups and intervene promptly when any issues arise. Our interventions include first day calling, home visits when a parent fails to notify the school of an absence or when the reason given for an absence appears suspect, and return to school interviews with students and parents following an absence of five or more days. Students at risk are supported to achieve regular attendance through an escalating range of interventions, including being placed on daily attendance report, meetings with parents/carers, 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 nonattendance and take seriously the issues which may lead to it. We take a proactive approach to protecting our female students from FGM through the robust attendance routines and interventions outlined above.

Responsibilities of Students

Students are expected to:

- attend the Academy every day it is in session to meet their target of 100% attendance
- arrive to school on time, arriving by 8.20am each day
- arrive punctually to lessons
- remain on site throughout the Academy 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
- provide a medical evidence or prescription for an absence relating to an illness
- attend a return to school meeting after an absence of 5 days.

Any student absences are authorised at the discretion of the Principal.

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 Principal in person by making an appointment to meet with her to enable her to consider their request. 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 that the family losing their child's school place.

Responsibilities of Form Tutors

Form tutors 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 Pastoral Leader of any concerns
- mark the correct code for absence against the student's name

Responsibilities of Subject Teachers

Subject teachers are expected to:

- take the register within the first five minutes of each lesson
- follow up with appropriate consequences any late arrivals to lessons
- support students in getting up to date with learning missed due to absence
- provide appropriate independent learning for any student who has a long term absence, coordinated by the Pastoral leader

Responsibilities of the Admin Team member i/c attendance The admin Team member i/c attendance is expected to:

- To undertake first day absence calling in a timely fashion and to notify staff by email of all student absences by 10.00am
- To ensure that the correct attendance mark is put into the register and to proactively review and amend attendance marks as necessary, ensuring that no invalid codes are used
- To call parents back and challenge any suspicious or inappropriate reasons for absence and to inform the AP i/c attendance of any issues
- To send the standard parent letter to any parent who fails to call the school to report an absence
- To liaise with the AP i/c attendance as required

Responsibilities of the AP i/c attendance

The Pastoral Leader i/c attendance is expected to:

- maintain up to date attendance information on the digital screens
- publish weekly, half termly and termly updates in newsletter
- respond on a daily basis to absences causing concern
- meet with the EWO on a fortnightly basis & 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
- Feed back on attendance issues to the Principal via line management meeting
- Send letters home and/or arrange meetings with parents/carers of students whose attendance falls below 90%
- monitor attendance patterns across each year group and produce data for discussion with form tutors and Principal (with AR)

Responsibilities of the Pastoral Leader

- arrange meetings with parents/carers of students whose attendance falls below 95%
- investigate the underlying causes of students with poor attendance in
- 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
- lead assemblies on the importance of excellent attendance and punctuality

Responsibilities of Tutors

- speak to every student on return to school and welcome them back
- consider the attendance data for his/her tutor group and talk to individual students about the importance of regular attendance and punctuality
- attend meetings with parents/carers/PL/EWO as advised by the PL

Responsibilities of the DSL

The DSL is expected to:

- Ensure that staff are given CPD regarding CSE and FGM to enable them to be vigilant for signs of absence related to FGM & CSE

Appendices

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

Reviewed Sept 2022