

The Rural Enterprise Academy



Attendance Policy

Policy: 001 Version 5

Approval Date: Dec 2012

Approved by: Governors

Reviewed: December 2016

Review by: December 2017

1. Roles and Responsibilities

- 1.1 The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Business Manager.
- 1.2 It is important to note that every member of staff is responsible for ensuring that this policy is fully implemented and that in situations not covered by this policy, staff must act in the best interests of the learner, as any responsible parent would act.
- 1.3 The welfare of learners will be paramount.
- 1.4 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf updated November 2016 guidance has been applied to this update. In particular the following statement within said guidance. “Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

The Policy relates to the following legislation:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

2.0 Suggested Audience

All staff.

3.0 Related policies

- 3.1 This policy is part of a suite of policies which should also be referred to:
 - Child Protection & Safeguarding Policy
 - Complaints Policy
 - Equal Opportunities Policy
 - Health and Safety Policy

4.0 Academy Mission Statement:

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”

5.0 Introduction

- 5.1 The Rural Enterprise Academy seeks to provide a happy, supportive, secure, motivated and challenging environment to enable all staff and learners to succeed, both academically, socially and emotionally.
- 5.2 We strive to provide high standards of learning, teaching and pastoral care, to recognize each individual's abilities and encourage them to develop to their full potential. Everyone is valued highly and the values of honesty, co-operation, sensitivity, tolerance and mutual respect for others are fostered.
- 5.3 We are committed to the development of the whole person, providing a broad and balanced curriculum through the provision of the structured timetabled day, the extended curriculum, targeted intervention strategies, plus a wide variety of extra-curricular activities and educational visits.
- 5.4 It is imperative that learners attend every day in order to reach their full potential. Educational research indicates that less than 40% of learners in secondary schools with an average of 15 days or more absence per year get 5 GCSE passes.

6.0 Purpose

- 6.1 To promote excellent attendance that will contribute to maintaining a positive Academy Ethos and Culture and secure a climate for Effective Learning and Achievement.

7.0 Objectives

- 7.1. To promote full attendance to the Academy
- 7.2. To reward learners and celebrate the success of learners who achieve good, excellent or improved attendance.
- 7.3. To challenge learner attendance where it falls below expectation (95%), ensuring appropriate levels of support and intervention are maintained. From the 2015/2016 academic year onwards, a pupil will be considered to be persistently absent if he/she is away for over 10% of school sessions in an academic year. On page 73 the guidance says: The department will publish persistent absence rates at both 15% and 10% for the academic year 2014 to 2015. ([School census 2014 to 2015, GOV.UK – DfE, see pages 72-73 \(Adobe pdf file\)](#))
- 7.4. Attendance is monitored and all parents/cares are regularly informed of the process for reporting non-attendance.
- 7.5 At certain points parents are informed of the child's attendance percentage, for example when it falls below a certain percentage. Although there are certain trigger points each case is treated individually. The Academy will inform the relevant LA of any pupil who fails to attend without permission for a continuous period of 10 days or more.

- 7.6. The Local Authority is commissioned to run attendance clinics and take on individual cases when the Academy has been unsuccessful in improving attendance. The Local Authority then has the power to issue a fixed penalty notice.
- 7.7. To engage with external agencies, where attendance is a cause for concern and to ask the Local Authority to serve fixed penalty notices on parents/carers where poor attendance meets the criteria for said penalties. Attendance percentages will be monitored at regular intervals and calculations will be gathered from the end of the first term of attendance. The most recent DfE guidance relating to requests for holiday in term time states, "Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm. The Academy therefore, will not authorise holiday taken during term time.
- 7.8 Where the Academy notifies a local authority that a pupil's name is to be deleted from the admission register, the Academy will provide the local authority with the following information:
- the full name of the pupil;
 - the full name and address of any parent with whom the pupil lives;
 - at least one telephone number of any parent with whom the pupil lives;
 - the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
 - the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
 - the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.