



## Pupil Attendance and Punctuality Policy – DCP 008

**Policy Owner:** Sue Monk

**Policy Date:** 7 March 2017

### Introduction

Attendance and punctuality is a key priority for all those associated with the Drapers Multi-Academy Trust (MAT). This policy sets out the expectations and requirements for pupils, the various roles and responsibilities associated with these requirements and the steps that will be taken where poor attendance and punctuality are identified.

### Scope

This policy applies to all pupils of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

### Definitions

<b>AL</b>	Attendance Lead.
<b>Child</b>	Anyone under the age of 18.
<b>COO</b>	Chief Operating Officer
<b>LGB</b>	Local Governing Body, with delegated powers of governance from the board of the MAT.
<b>MAT</b>	Drapers' Multi-Academy Trust.
<b>Parent</b>	Those having parental responsibility for the care of a Child (including Carers).
<b>Parent Call</b>	Contact with the Parent to notify them of the absence of a Pupil.
<b>Pupil</b>	Anyone enrolled at a MAT school (including students in Years 12 and 13).
<b>Sanctions</b>	Punitive measures defined in the Pupil Disciplinary Sanctions Policy – DCP 018.
<b>School Days</b>	All days identified in the school calendar and timetable on which Pupils are required to attend the school.
<b>SLT</b>	Senior Leadership Team.



**Staff** Anyone employed by the MAT.

**Policy**

1. It is the responsibility of parents to ensure that their child is present at school during all school days, and between the hours specified for attendance, unless there is a valid medical reason for their child's absence.
2. The Principal has responsibility for ensuring that this requirement is adhered to and must designate a member of the SLT as Attendance Lead (AL).
3. The AL must establish procedures to record report and resolve unauthorised absence and lack of punctuality. This must include the appointment of an Attendance Officer (AO) who has responsibility for the operation of the procedures.
4. The AL must monitor overall attendance, collate and report on attendance information, and ensure that staff receive appropriate training in the requirements of this policy.
5. The AL is directly responsible for ensuring that the use of all attendance codes complies with the reporting requirements of the Department for Education, particularly as they relate to absence. The AL must review and sign attendance reports on a monthly basis to confirm that they are an accurate reflection of the actual performance of the school.
6. The reasons for all retrospective adjustments to codes must be recorded unless the reason is self-evident.
7. All pupils will be registered for each lesson they attend. Roll call will be held in the morning registration/tutor period and at the beginning of the first period in the afternoon.
8. Pupils will be marked absent if they are not in the form room when the register is marked. Should a pupil arrive after the register is called, they will be marked late.
9. The AO will automatically send a "parent call" to the parent of a child who has not attended registration, unless there has been prior notification of absence.
10. The AL must, together with the AO, establish follow up procedures to ensure that pupils are not persistently absent. The Principal must periodically review the effectiveness of these procedures and provide an update report to every LGB meeting.
11. Schools must give recognition in whatever way the Principal deems appropriate to those children who have good punctuality and attendance records.
12. Permission for holidays will not be given during term time. In exceptional circumstances, and giving at least four weeks notice, parents may write to the Principal setting out the reasons for their request for absence during term time.



If the Principal considers the circumstances to be exceptional, he or she may make a recommendation to the Chair of the LGB who has sole authority to override this policy section.

13. The reduced cost of a holiday outside term time is not an exceptional circumstance.
14. It is unlikely that any circumstances will be sufficiently exceptional to warrant a holiday absence during the term in which a pupil is due to take a public exam.
15. The Principal has the authority to approve absence for bereavement.
16. Persistent absence or lateness will result in sanctions. If attendance and punctuality do not improve, then the matter will be referred to Education Welfare Services.
17. The MAT will not hesitate to use the legal remedies available to it should these be considered necessary.

#### **Disputes**

18. Any parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in the Complaints Policy – DCP 002.

#### **Review**

19. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
20. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
21. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
22. The MAT board must formally review and re-approve this policy every five years.