

Attendance and Punctuality Policy



Approved: 21 May 2019, Board of Trustees

Review date: June 2021

Responsible Officer: Lead Safeguarding Advisor

Vision and Ethos



The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- that a Christian ethos underpins and informs all that we do
- that the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- that through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- in the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- that the family of academies within the Trust, working together, will secure continuity and progression for all
- that there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- that, through its structures and work, the Trust can create and support effective Governance for all members
- that, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Governing Body' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

Related Policies and Procedures

- Individual academy attendance and punctuality procedures

1. Policy Statement

- 1.1. The Trust is committed to supporting students in their preparation for life after the academy by encouraging them to attend their academy every day.
- 1.2. The Trust will work in partnership with staff, students, parents/carers, support services and the wider community.

2. Scope and Principles

- 2.1. This policy and all the information within covers Archway Learning Trust and all academies within the Trust.
- 2.2. This policy has been formulated based on the following legislation applicable to schools:
 - The Education (Pupil Registration) (England) Regulations 2006
 - and The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- 2.3. The Trust recognises that staff, students and parents/carers need to work in partnership to provide all students with guidelines which allow them to work positively and make good progress. Guidelines of the procedures that staff, students and parents/carers follow can be found in the Parent Handbook and on the individual academy websites. A printed copy can be supplied on request from reception on all campuses.
- 2.4. Parents/carers will also be informed each year of where to find this policy via 'First Day Back' letters issued each September, and in the Student Handbook.

3. Aims and Objectives

- to raise levels of achievement and participation by maintaining the highest possible levels of attendance;
- to maintain high levels of punctuality;
- to keep an accurate and up-to-date record of attendance;
- to inform students and parents/carers of attendance and punctuality concerns;
- to identify the causes of non-attendance and poor punctuality and act upon them;
- to ensure all staff understand their roles in the monitoring and recording of attendance and punctuality;
- to maintain and improve attendance and punctuality throughout the Trust's academies through rewards and target setting;
- to monitor and evaluate the processes on a regular basis;
- to give clear information on expected levels of attendance and punctuality to students, parents/carers, staff and stakeholders.

4. Rewards

- 4.1. The Trust recognises that rewards play a vital part in encouraging students to achieve. Rewards will be given to students for excellent attendance and punctuality. Specific procedures for attendance and punctuality rewards are outlined in academy-level documents.

5. Sanctions

- 5.1. The Trust recognises that a range of responses should be taken when there has been a decline in attendance and punctuality. These responses will include supportive interventions as well as the implementations of sanctions. A full description of sanctions imposed for poor attendance and punctuality can be found in academy-level procedures documents.