

Attendance and Punctuality Policy

Academy Specific Information

This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Attendance and Punctuality Policy.

Academy:	Priory CE Academy
Senior Attendance Champion:	Mrs J Cunliffe/Mrs E Woolliscroft
Attendance Lead	Mrs K forrester

SECTION 5 – ATTENDANCE EXPECTATIONS

Academy day starts at:	8:45am	Pupils expected on site by:	8:40am
AM register taken at:	8:45am	PM register taken at:	1:00pm

SECTION 6 – ABSENCE PROCEDURES

Where no information has been received by	9:00am	on the first day of
absence, the Academy will telephone the home of the absent pupil to enquire regarding the absence.		
Academy procedure:		
- initially make a phone call or send Dojo message asking for parents to make contact - Log absence Send email notification via Studybugs		

SECTION 7 – ATTENDANCE REGISTER

AM register taken at:	8:45am	AM register will close at:	8:55am
PM register taken at:	1:00pm	PM register will close at:	1:10pm

SECTION 10 – PERSISTENT ABSENCE

Academy procedure:
- Meeting with pupils and parents to listen, and understand barriers to attendance, and any other problems they may be having - Explain the help that is available - Review any existing actions or interventions - Establishing attendance improvement plans to remove barriers and provide additional support. - Leading regular check-ins to review progress and the impact of support. - Making regular contact with families to discuss progress. - Assessing whether an EHC plan or IHP may be appropriate. - Considering what support for re-engagement might be needed, including for vulnerable groups. - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant - Explain the potential consequences of, and sanctions for, persistent and severe absence - Implement sanctions, where necessary

SECTION 13 – CELEBRATING GOOD ATTENDANCE

Academy procedure:

The Academy will acknowledge excellent attendance and punctuality / improvement in attendance / punctuality in the following ways:

- Weekly posts via Dojo
- Celebrate good attendance in Worship weekly
- Display attendance in entrance hall and update regularly
- Winners cups on each classroom door, show weekly achievements for each class
- Email parents to communicate improvement in attendance
- Promote attendance positively throughout the year
- Bi-annual attendance challenges
- 100% attendance celebrated in worship alongside parents
- 99-98% achievement certificates presented

The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets where appropriate and necessary.

- School will create individual care plans where necessary
- Work collaboratively with medical professionals and school nursing teams
- Meet with parents to provide support for families and individuals
- Regularly update and inform classroom staff
- Meet with office staff to make staff aware of individual plans to support attendance

SECTION 14 – ATTENDANCE INTERVENTION

Academy's expected attendance level:

96%

Academy's staged approach / interventions to effectively manage pupil absence and punctuality as well as responses to improved attendance / punctuality.

Pre-stage	Academy's supportive measures and ways of working with parents prior to stages outlined below: • <i>Regular newsletters reminders of times of day,</i> • <i>Prompts to parents</i> • <i>Gate duties completed by staff</i> • <i>Informal discussions with parents</i>
Attendance Stage 1	• <i>Monitor attendance daily</i> • <i>Letters sent to parents to inform of any concerns</i> • <i>invited into school for an informal chat with class teacher to offer any initial support</i>
Attendance Stage 2	• <i>Letter 1 and parent meeting Attendance Lead</i>
Attendance Stage 3	• <i>Letter 2 and parent meeting with Principal/Attendance Lead</i> • <i>Official log of concerns with Local Authority</i> • <i>Possible referrals to Children's Services</i> • <i>Potential need for Fixed Penalty Notice</i>
Lates Stage 1	• <i>Letter of concern and meeting with Attendance Lead</i>



	• <i>Possible referrals to Agencies for Home Visits</i>
Lates Stage 2	• <i>Letter and EWO involvement/Fixed Penalty Notice issued</i>