



Attendance Policy

Approved On/By:	Full Governing Body Meeting 22 nd January 2025
Last Reviewed On:	November 2024
Next Review Due By:	FGB Meeting - Autumn Term 2025
Monitoring & Review:	Annually
Staff Member(S) Responsible:	R Fradley



Aims

- To support every child in our school in aiming for 100% attendance throughout the academic year.
- To ensure excellent attendance is an expectation we have of every student to support their academic success and well-being in school.
- To work closely with parents and relevant support services to address factors that may have an impact on a student's attendance.
- To encourage students to attend school regularly and maintain excellent attendance.

Statutory Framework

- 'FAST-track to Attendance' is the procedure that all schools, academies and alternative providers and independent schools in Birmingham should follow where there are concerns about unacceptable levels of individual pupil absence. It seeks to improve pupil attendance and act quickly where there is unauthorised absence. We know from the Department for Education guidance 'Working together to improve school attendance' August 2024, that good attendance is 'essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.
- The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.
- At KS4, the overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%). Working together to improve school attendance - GOV.UK (www.gov.uk)
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Attendance and In-term Leave

- The law does not grant parents an automatic right to take their child out of school during term time.
- Any absence from school will disrupt your child's learning. You may consider that a holiday/absence will be unavoidable but your child will miss out on the teaching that their classmates will receive during your holiday/absence.
- Students returning from a term time holiday/absence are also unprepared for the lessons which build on the teaching they have missed.
- Children rarely catch up on missed work; this poses a potential risk of under achievement. It is your responsibility to ensure your child attends school regularly.
- Any term time holiday will be recorded as unauthorised The Education Legal Team will be notified of the holiday/absence taken and a Penalty Notice may be issued.
- Please note that a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.
- Parents are fined individually and for each child who is out of school. (A week extra holiday for 2 children could therefore incur a fine of £60 per parent per child (£240) which if not paid on time would come to £480).

- Do not book holidays or trips abroad without contacting the school first and be aware that most trips will not be authorised and will result in the school pursuing legal action.

Lateness and Punctuality

- The prompt arrival by all students each day is crucial to the effective running of the school.
- Pupils are expected to be on site at 8.30am. Any pupil that arrives after 8.40am will be marked late by staff members on the gates.
- The main school gates will lock at 8.55am and any student who arrives after this time will have to access the school by Reception.
- Pupils who are late to school will receive a 30-minute detention the same day.
- Pupils who are late to lesson will also receive a 30-minute detention on the same day.
- If a pupil is marked late more than once in a day, the detention will be for one hour on the same day.
- The school reserves the right to adapt its sanctions for lateness during the course of a school year, based on whether the above described sanctions are having effect.