



Attendance Policy

POLICY STATEMENT

Staff and Governors expect full and punctual attendance from all students.

Principles

- Parents/carers of registered students at Skinners' Academy have a legal duty under the Education Act (1996) to make sure they attend the Academy on a regular and full-time basis, whilst they are of a compulsory school age. Permitting unauthorised absence from the Academy is an offence, and parents/carers may be reported to the Education Authority if problems cannot be resolved by agreement.
- Every half-day absence from the Academy has to be classified by the Academy (not by the parents/carers) as either authorised or unauthorised. This is why information about the cause of each absence is always required.
- Authorised absences are mornings or afternoons away from the Academy for excusable reasons (i.e. illness or other unavoidable cause).
- Unauthorised absences are those which the Academy does not consider reasonable and for which no "leave" has been agreed. This includes any example of a students kept at home from the Academy unnecessarily; truancy; absences which have not been properly explained; and students who arrive at the Academy too late to receive a mark in the register.
- Any problems with regular attendance are best sorted out between the Academy, the parents/carers and the student. If a student is reluctant to attend, absences should not be tolerated or allowed because of pressure exerted by the student. This gives the impression that attendance does not matter and may make things worse.
- Parents/carers are expected to contact the Academy at an early stage and to work with the staff in resolving problems together. This is nearly always successful. If problems cannot be sorted out in this way, the Academy may refer the student to the Hackney Learning Trust Attendance Officer.

The HLT Attendance Officer will also try to resolve the difficulties by agreement but, if other ways of trying to improve the student's attendance have failed, this officer can use court proceedings to prosecute parents/carers or to seek an Education Supervision Order on the student.

- Alternatively, parents/carers or students may wish to contact the HLT themselves to ask for advice. Their telephone number is available from the Academy office

Procedures

The Academy applies the following procedures in deciding how to deal with individual absences:

1. Illness and Other Legitimate Reasons

If a student is unfit for the Academy, parents/carers are asked to contact the Academy on the first day of absence by 8:30 am. When the student returns, he or she must bring a written note, signed by the parent/carer for each period of absence. Absences will not be authorised without this procedure. In exceptional circumstances, further evidence of a student's illness, such as a doctor's note, may be requested. Other reasons for absence must be discussed with the Academy each time; notes will not necessarily be accepted as providing valid reasons. It is not appropriate for the Academy to authorise absences for shopping, looking after younger children, day trips, hairdresser's appointments, etc. Leave may, however, be granted in an emergency (e.g. bereavement), or for medical appointments which take place during the Academy time.

2. First day calling

If a student is absent at morning registration and the Academy has not received an explanation for the absence by 8:30 am, the Attendance & Home / Academy Liaison Officer will contact the parent by telephone (First Day Calling) as a matter of concern.

3. Holidays

It is the Governing Body's policy that leave will NOT be granted for absence due to holiday taken in term time. This is very disruptive for all, especially the student.

Long-Term absences due to holidays in term time

The Governing Body has resolved that if students are taken away for extended holidays during term time, there is a risk of the student's place being offered to another student on the waiting list.

4. Lateness

Students must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents/carers are expected to ensure that students are present at registration. A late mark is awarded if arrival is between 8:30 and 9:25am. An absence mark is given if arrival is after 9.30am