



# Attendance Policy



**Last Revised: July 2023**



## Mission, Vision, Values and Ethos

### Our Vision Statement:

The Halley Academy is a place of opportunity where respect, resilience, integrity and collaboration matters. We are a caring community where everyone feels safe, valued and empowered to explore, experience and achieve.

We are proud, articulate, confident, independent learners equipped to take our place in wider society. As lifelong learners we develop our international mindedness and intercultural understanding. This is so that we are in a position to pursue our aspirations and interests as responsible members of a global society who respect and appreciate diversity.

### Our Mission:

**“Together we inspire, learn and achieve”**

### Our Values and Ethos:

At The Halley Academy, our values are the cornerstone of everything we do.

#### Respect

We expect everyone to take responsibility for their learning and be lifelong learners.

#### Achievement

We aspire to achieve our full potential in everything we do.

#### Collaboration

We enrich the experiences of all through our local, national and international partnerships. We do this by working together to achieve excellence.

#### Integrity

We embrace the opportunities we are presented with to show our strong moral principles, the IB learner profile and our respect and acceptance for others.

#### Resilience

We empower all to develop a ‘can do’ attitude and have confidence in their ability to progress in the face of challenges.



## **The importance of excellent attendance**

The academy has a statutory responsibility to ensure that every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional well-being during the day.

All children have the right to access education every day of the academic year. This enables them to engage, progress and achieve in all aspects of academy life. Positive life outcomes are fundamentally linked to excellent attendance and punctuality.

All parents or carers have a legal duty to ensure that their children attend school regularly and arrive on time. It is an offence in law to permit absence without good reason and may result in prosecution under the **Anti – Social Behaviour Act 2003** and under **Section 444 of the Education Act 1996**.

## **Attendance Procedures**

### ***Informing the academy of absence***

If a child is absent **Parents or Carers must:**

Contact the child's small school, (Franklin, Easley, Turing or Hawking), as soon as possible on the first day of absence, advising of the reason and likely length of absence.

Contact the academy on each and every subsequent day of absence.

Send a signed note or email into the academy with your child on the first day they return with an explanation of the absence. Provide medical evidence to enable the academy to authorise the absence if it is due to ill health. (Medical evidence can be; letter from medical professional, appointment card with name date and time, copy of prescription note, copy of prescribed medication sticker on side of medicine packaging – the academy will not chase up medical evidence, this is a parental responsibility). Wherever possible, all medical appointments should be taken out of school time.

Truancy is a health and safety risk and your child may be at risk of exclusion if found to be truanting.

Request a discussion/meeting with the Attendance Advisory Officer to discuss extended absence due to illness or if there are any other concerns affecting school attendance.

## **Unauthorised Absence**

Absence will **not be authorised** where:

- Parents or carers do not provide medical evidence to support absence due to ill health.
- Parents or carers take students on holidays or trips (leave of Absence) during term time.



- Students arrive at the academy after the registration period has ended.
- Parents or carers keep children from the academy unnecessarily.
- Parents or carers do not communicate the reason for absence to the academy.
- Students truant (absence without the parents' or carers' knowledge).

Unauthorised Absences could lead to a referral to the Attendance Advisory Service, as explained above, this could result in prosecution/instant fine under the **Anti – Social Behaviour Act 2003** and under **Section 444 of the Education Act 1996**.

### **Lateness**

Poor punctuality is not acceptable. Students arriving late cannot start the day effectively, they disrupt lessons, and encourage absence or poor punctuality in others. Our academy is located in a busy part of London, therefore traffic issues will not be a valid excuse unless a major incident has taken place. Where students are late to the academy for no good reason the following punctuality protocols will be applied.

A same day loss of personal time (LOPT) will be set as laid out below:

- From 8.26 - 8.40 a 30-minute loss of personal time.
- From 8.41 - 9.15 am a 60-minute LOPT.
- Late arrival beyond 9.16 am+ a 90-minute LOPT.

The academy day starts at **8.30am** and we expect students to be through the gate and on their way to their Period 1 lesson by **8.25am**.

Any student who arrives after the front gate is shut will be automatically recorded as an unauthorised lateness.

Students who are consistently late will trigger a parental meeting with the Attendance Advisory Officer for consideration of a referral to the Attendance Advisory Service.

Poor punctuality is classed as irregular academy attendance and is dealt with accordingly, this may mean that parents or carers could face the possibility of legal action.

If you know your child is going to be late for a specific reason please call the academy before 8:30am, following the same procedures for absence.

### **Informing parents of absence, lateness and illness**

If a child is absent, the academy will:

- Email or text parents or carers on the first and subsequent day of absence if the academy has not already been notified of the absence – this is known as truancy call.



- Advise parents or carers in writing of any concerns regarding absence and lateness in line with our Fast Track Attendance scheme.

#### **If a student is unwell at school**

- The student should seek medical attention from our on-site first aider.
- With permission, a student may take time out of a lesson (in the first aid room) to see if their condition improves.
- The first aider may feel that it is not appropriate for the child to be in the academy due to poor health. Permission from the Head of School must be granted before a child leaves the site due to feeling unwell.
- First aid staff will contact parents or carers to gain permission to send the student home, in some cases the parent will be required to collect their child from the academy.
- Students must **NOT** contact parents during the academy day and request collection or permission to leave.

#### **Education for health needs including SEMH**

In the event a student is identified as having health needs (including SEMH) the academy will work with the family to explore support and interventions.

‘Working together to improve school attendance.’ (Published May 2022)

#### **Pupils with medical conditions or SEND**

Point 40: ‘Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.’

Point 41. ‘Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education.’

#### **Removing a student from the academy roll**

If parents/carers decide to transfer their child to another school or academy, they should advise the Attendance Advisory Officer and the relevant head of school, as a matter of priority, providing all necessary details, including any new address (if relevant) and the school or academy the child



is transferring to. When in the process of a school or academy transfer the child must continue to attend The Halley Academy until a start date has been agreed with the new school or academy.

If the academy does not receive this information and a child stops attending, he or she becomes a 'Child Missing Education' (CME). Any child in this category is reported to the Child Missing Education Officer at the Local Authority, who will follow up the matter under safeguarding legislation.

As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken we will remove the student from Academy roll due to continued serious absence.

Where a pupil has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Where a pupil has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

### **Elective Home Education (EHE)**

If parents or carers take the dedicated decision to educate a child at home, they must tell the academy of this in writing – this letter or email should be addressed to the Principal and include the date of decision to home educate and a brief explanation of the reasons for EHE.

Once this letter is received, the academy will remove the student from the academy roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers.

If an EHE request letter or email is not received, the student remains on the academy roll and action may be undertaken following irregular or non-academy attendance procedures, again this could lead to prosecution or an instant fine under the **Anti – Social Behaviour Act 2003** and under **Section 444 of the Education Act 1996**.

Karen Cronin, Head of Easley School



Policy Review Dates		
Date	Description	
05/02/2024	Addition to Policy: Education for health needs including SEMH as per the <b>'Working together to improve school attendance.'</b> (Published <b>May 2022</b> ) document. <b>Pupils with medical conditions or SEND.</b>	February 2024
05/02/2034	Addition to Policy: As per The Education Regulations Act 2006, Section 8. <b>(Education (Pupil Registration) (England) Regulations 2006).</b>	September 2019