

Policy reviewed: June 2018
Policy review date: June 2019
Designated SLT Link: Julian Young
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Welfare and Discipline Committee



Attendance Policy

The Education Act 1996 requires parents or guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements. Parents have a legal responsibility for making sure their children attend school and on time. The school is responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session.

Aims

Archway School seeks to ensure that all its students receive a full-time education to maximise their educational and social opportunities.

The school strives to provide a welcoming, caring environment in which students feel wanted and secure and, thereby, want to come to school.

All staff will work to ensure students attend school regularly and punctually and will endeavour to achieve the annual attendance target as agreed with the Local Authority.

To achieve these aims the school will:

- Make attendance and punctuality a priority for all members of the school's community.
- Ensure and monitor that all staff adhere to the roles and responsibilities and promote consistency in carrying out designated tasks.
- Promote attendance and punctuality by ensuring the system of rewards and sanctions, as laid out in the school's BfL system, are consistently applied. See BfL handbook.
- The school will only authorise absence in term time under exceptional circumstances.
- Recognise the individual needs of students who have had difficulties with attendance and punctuality or who have had significant periods of absence. Investigate potential reasons for difficulties with attendance and seek to support individuals.
- Ensure there is positive and consistent communication between home and school.
- Promote effective partnerships with the Education Welfare Officer and other agencies.

Archway School has a duty to monitor the effectiveness of the Attendance Policy within the school. The operation and effectiveness of the policy will be monitored by the Governors' Welfare and Discipline Committee at least annually.

Responsibilities

Governors
Headteacher
Senior Leadership Team
Heads of Department and Year
All teaching and support staff
All students and their parents/carers

Further References

Attendance Policy Appendix
BfL handbook
Staff handbook
Student planner
Safeguarding Children Policy
Equalities Policy
The Legal Process for Non-attendance at School – LA guideline 2013
The Penalty Notice Code of Conduct - LA guidelines 2013
Interventions for Attendance