



Attendance Policy

1. Introduction

The Global Academy is a successful academy and your child plays an important part in contributing to this. We enable and encourage our Globalers to reach for excellence and in order for them to gain the greatest benefit from their education, it is vital they attend the academy regularly. Our expectation for all Globalers is that they will be in the academy, on time, every day that we are open to them, unless the reason for absence is unavoidable. This policy aims to show how we will work together to achieve this.

2. Why is regular attendance so important?

Any absence affects the pattern of learning at the academy and regular absence from the academy will seriously affect a child's learning. In addition, any Globalers absence disrupts teaching routines and may therefore impact on the learning of others. Ensuring your child regularly attends the academy is your legal responsibility and allowing your child to miss their education without a good reason creates an offence in law and may result in prosecution.

3. Promoting regular attendance and punctuality

Helping to create a pattern of regular attendance is everyone's responsibility – parents, Globalers and staff.

To help focus on improving and maintaining attendance, we will:

- Allow you to access your child's attendance figures via Arbor, our live information system which allows access to parents/ guardians to view information about their child.
- Highlight to you when your child is absent without prior agreement.
- Reward good attendance and punctuality.

4. Understanding types of attendance

Every half-day absence from the Academy has to be classified by us as either AUTHORISED or UNAUTHORISED. This is why requests for time off should be sent to the Principal using the absence request form. Full details about this can be found in the absence policy.

Unauthorised absences are those the Academy does not consider reasonable and for which no submitted request form has been authorised. This type of leave can lead to the Local Authority (Participation Team) using sanctions and legal proceedings. This includes:

- Keeping a child off unnecessarily
- Truancy before or during the academy day
- Unexplained absences

- Lateness to the academy
- Shopping, looking after other children or birthdays
- Days trips or holiday in term time which has not been agreed.
- Excessive illness without medical evidence

Whilst a Globaler may be absent because they are unwell, sometimes they can be reluctant to attend. Support will be offered to try and resolve these types of issues directly with the Global Academy. It is always best to be honest with us with regards to reasons your child may not want to come into the academy and not to cover things up as this can give the impression that attendance does not matter. For any issues with attendance, you can contact our Attendance Officer, Clare Bailey, directly via email clare.bailey@globalacademy.com or on 0203 019 9014.

5. Persistent Absenteeism (PA):

A Globaler will become a 'persistent absentee' when they miss 10% or more of education over an academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and needs to be tackled. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards it will be given priority and you will be informed of this immediately. PA Globalers are tracked and monitored carefully by our Attendance Officer who works closely with our Intervention Coordinator with regards to lost education.

6. Absence Procedure:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence and any subsequent days of absence.
- Send a note in or provide medical evidence on the first day of return with an explanation, even if you have telephoned.
- Contact can be made via phone, 0203 019 9000 or email: absence@globalacademy.com

If your child is absent, we will:

- Send an SMS to the first priority contact listed for your child.
- Follow up with telephone calls to obtain reasons for absence.

In order to support us fully, please ensure that your contact details are up to date and you notify us of any changes to telephone numbers as soon as possible by emailing info@globalacademy.com

7. The Participation Team:

Parents and guardians are expected to let the Global Academy know as soon as possible if there are any issues in order that we can work together to resolve any issues. If difficulties cannot be resolved this way, the Academy may refer the child to the Participation Officer from the Local Authority. They will try to resolve the situation by agreement but, if other ways of trying to improve attendance have failed and unauthorised absence continues, they may use sanctions such as Penalty Notices per parent/ guardian per child - currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 444(1) and 444(1A). Parents/ guardians that have previously been issued with Penalty Notices for their children's unauthorised absences in the event of further unauthorised absences may be summonsed to Court, 'If any child of compulsory school age who is a registered pupil at the academy fails to attend regularly, his/her parent is guilty of an offence.'

Parents/ guardians are also able to contact the Participation Team themselves to ask for help or guidance. They are independent of the Academy and will give impartial advice. Their number is 01895 250858 and email is: participationteam@hillingdon.gov.uk

8. Punctuality

Poor punctuality is not acceptable. The Global Academy is keen to get our Globalers ready for the world of work and therefore would encourage good timekeeping in the same way it would be expected in a work environment. If your child misses the start of the academy day, they can miss work or valuable information from their form tutor. Late arriving Globalers also disrupt the learning of others.

How we manage punctuality:

- The academy day starts at 8.45am and we expect your child to be here then
- Registers are completed by 9am and if your child is not present, they are considered late.
- At 9.30am, the register will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be onsite, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child is persistently late, you will be asked to meet with the form tutor in the first instance to work to resolve this issue. If this does not have a positive impact on punctuality, you will be asked to meet the Attendance Officer to resolve the issue. You are also welcome to

approach your child's form tutor or the Attendance Officer directly at any time if you are struggling to get your child to the Academy on time.

9. Exceptional Leave

Please refer to our absence policy for further information on leave requests.

The Participation Team can issue Penalty Notices for any unauthorised 'Exceptional Leave'. Penalty Notices can be issued to each Parent/ Guardian concerned. Please note that it will be per parents per child. Payment within 21 days of receipt of notice is £60 and £120 if paid after this period but within 28 days. If the Penalty Notice remains unpaid you will each receive a summons to Uxbridge Magistrates Court. If unauthorised leave is repeated the Participation Team may summons each parent to court without a Penalty Notice being issued.

10. Academy targets.

The Academy has targets to meet with regards to attendance and your child plays an important part in this. The minimum level of attendance for this Local Authority is 95%, with the Academy striving for 96%. You can view your child's attendance using Arbor, our information system.

11. Key people

General contact information: 0203 019 9000. absence@globalacademy.com

Clare Bailey, Attendance Officer: 0203 019 9014 Clare.bailey@globalacademy.com

12. Safeguarding

If poor punctuality continues along with persistent absenteeism or failure to contact, this becomes a great concern and a referral to social services may be done.

13. Vulnerable and missing students

If a student is missing from the Academy and there has been no contact to confirm why this is the case, this student will be considered missing from education and the following steps will be taken:

- First day contact will be made by phone, text or email. If we cannot make contact, the absence will be recorded as unauthorised. In addition, if there is a social worker or any

other agency (i.e. YOS, Keyworking Service) already involved with the student, contact will be made with them on the first day of absence.

- For students that are considered to be vulnerable or at risk, contact will be made with the home borough on the third day of absence where no contact can be made with parents or student.
- In addition to the calls from the Academy, letters will be sent to parents/ guardians on the third day of absence where no contact can be made with the parents or student.
- If it is felt that the student is at serious risk, the Academy will also inform the Safer Schools Officer.
- Contact via phone, text and email will continue for every day of absence.