



Attendance Policy

Responsible:	Principal
Committee Responsible:	Teaching & Learning
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Approvals:

Role	Signature	Date
Chair of Governors		
Principal		

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1. Introduction

The Global Academy is a successful academy and every Globaler 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. At the Global Academy, we define regular attendance as 96%. We do recognise that for some students, regular attendance may be difficult to achieve, and the Academy will do as much as is practically possible to assist them in regular daily attendance. This policy aims to show how we will work with parents, guardians and all agencies 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 student's learning. In addition, any student's absence disrupts teaching routines and may therefore impact on the learning of others. Ensuring students regularly attend the academy is every parent's/guardian's 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, students and staff.

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

- Allow parents/guardians to access their child's attendance figures via Arbor, our live information system which allows access to parents/guardians to view information about their child.
- Highlight to parents/guardians when their son/daughter 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 included in this policy document.

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 have not been agreed.
- Excessive illness without medical evidence

Whilst a student 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 the academy with regards to reasons why a student 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 directly via email absence@globalacademy.com or on 0203 019 9000.

5. Persistent Absenteeism (PA)

A student will become a 'persistent absentee' when they miss 10% or more of their education over an academic year for whatever reason. Absence at this level is doing considerable damage to any student'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 students 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 a student is absent we ask parents/guardians to:

- 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 a telephone call has been made.
- Contact can be made via phone, 0203 019 9000 or email: absence@globalacademy.com

If a student is absent, we will:

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

In order to support us fully, we ask that every parent/guardian provides up-to-date contact details and that we are notified 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, so we can work together towards a resolution. If difficulties cannot be resolved this way, the Academy may refer the student 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 student. This is currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to court will be issued for each offence. 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@hillington.gov.uk

8. Punctuality

Poor punctuality is not acceptable. The Global Academy is keen to prepare our students 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 students miss the start of the academy day, they can miss work or valuable information from their form tutor. Late arriving students also disrupt the learning of others.

How we manage punctuality:

- The academy day starts at 8.45am and we expect every student to be on time
- Registers are completed by 9am and if a student is not present, they are considered late.

- At 9.30am, the register will be closed. In accordance with the regulations, if a student 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 a student is persistently late, parents/guardians will be asked to meet with their child's Form Tutor and Progress Leader in the first instance to work to resolve this issue. If this does not have a positive impact on punctuality, parents/guardians will be asked to meet the Attendance Officer to resolve the issue. Parents/guardians are also welcome to approach their child's Form Tutor or the Attendance Officer directly at any time if they are struggling to get their child to the academy on time. An Attendance Panel of the Governing Body may be convened to meet with students and their parents/guardians. The aim of this panel is to demonstrate the commitment the Governing Body has to improving attendance.

9. Exceptional Leave

Please refer to the Term-Time Absence Guidelines, at the end of this document, for further information.

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 the fine will be per parent 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 parents/guardians 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 each student plays an important part in this. The minimum level of attendance for this Local Authority is 95%, with the academy striving for 96%. Parents/guardians can view their child's attendance using Arbor, our information system.

11. Key People

General contact information: 020 3019 9000. absence@globalacademy.com

Kim Milton, Attendance Officer: 020 3019 9000

Mandy Lawes, Progress Leader for Year 10: Mandy. Mandy.Lawes@globalacademy.com

David Ferguson, Progress Leader for Year 11: David.Ferguson@globalacademy.com

Bronwen Hughes, Acting Head of Sixth Form: [Bronwen.Hughes @globalacademy.com](mailto:Bronwen.Hughes@globalacademy.com)

12. Safeguarding

If poor punctuality continues along with persistent absenteeism or failure to contact the academy, this becomes a safeguarding concern and a referral to social services may follow.

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, Key Worker 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.

Appendix1: Term Time Absences Guidelines

Key things to remember:

- You can only allow your child to miss school if they are ill or you have advance permission from the academy.
- Absence requests during term time will only be granted in exceptional circumstances.
- You can be fined for taking your child out of the academy without advance permission.

What does the law say?

The Government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if:

- They are too ill to go in
- You have advance permission from the academy

How do I request permission for absence?

If you wish to take your child out of the academy during term-time, you must submit a request to the academy *before* you arrange to take your child away. This must be submitted to the Principal via Reception/his PA. The Principal will then consider whether permission will be given for the absence. The form you must complete can be found at Appendix 2.

When will absence requests be granted?

Permission will only be granted in *exceptional circumstances*. The Principal will consider each request individually and decide whether to grant the absence or not. The Principal will also decide how many days your child can be away from the academy if the absence is granted.

What is Exceptional Leave?

Exceptional Leave is granted at the discretion of the academy. As a general guideline, exceptional circumstances will usually apply to immediate family. Requests for leave related to extended family and friends are likely to be refused.

Examples of things that will not be considered exceptional are:

- Cheap holidays or holidays that have been paid for
- Absence that coincides with important academy events such as the start of term, exams or coursework deadlines.

What if I take my child on unauthorised absence?

If you take your child out of the academy without advance permission (except where they are unwell), you can be fined or even prosecuted.

This could involve:

- A penalty of £60 if paid within 21 days - or £120 if paid within 28 days
- A parenting order or education supervision order where your child repeatedly misses school without a good reason.

Why is it important?

Missing two weeks of school might not seem very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the course of their academic life.

Making sure your child attends the academy as much as possible will mean:

- Your child will have the same education and opportunities as everyone else in their class.
- You won't need to worry about catching up on work, or that your child might fall behind due to missing important lessons.
- Your child won't miss out on activities at the start and end of term, such as assessments and coursework deadlines.

Appendix 2: Global Academy - Request for Exceptional Leave

A minimum of two weeks' notice is required for exceptional leave.

While the Global Academy does not approve of students missing lessons, we acknowledge that there are sometimes when this is unavoidable. If you need to request time off for your child for a *valid reason*, please complete this form and return it, along with any relevant documentation, to Reception for authorisation from the Principal.

On receipt of the completed form, the Principal will consider your request and decide whether the leave of absence will be granted. Please note that your child's level of attendance will be taken into consideration before any decision is made to grant leave of absence and a meeting with the Principal may be arranged if further discussions are required and evidence of any travel bookings, or other relevant documentation, may be requested by the academy.

If you take your child on holiday during term-time, or where your request for leave has not been granted, your child's leave will be recorded as unauthorized holiday. The academy will then inform the London Borough of Hillingdon of any unauthorised leave and you may be served with a Fixed Penalty Notice of £60 per parent per child, rising to £120 per parent per child if not paid within 21 days. Failure to pay may result in a prosecution at Uxbridge Magistrates Court and a criminal record.

Student Name: Tutor Group:

Dates of absence requested: Start date: End date:

Total number of days requested:

Reason for request:

.....
.....
.....

Parent/ guardian signature: Date:

Approval from Principal:

Signature:

YES/NO

Date: