



Attendance and Punctuality Policy

Responsible:	Sophia Martin – Vice Principal Behaviour and Safety
Review Committee:	Teaching and Learning Committee
Implementation Date:	September 2023
Review Date:	September 2023
Date of Next Review:	September 2025

Any Associated Polices	DfE – Schools Attendance – July 2019 DfE - Children Missing in Education – Sept 2016 DfE – School attendance parental responsibility measures – Jan 2015 DfE – Keeping Children Safe in Education – Sept 2023 DfE - Working Together to Improve School Attendance - Sept 2022 DfE – Summary of responsibilities where a mental issue is affecting attendance – Feb 2023 Professional Behaviour Policy – Sept 2023
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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 Globallers 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 Globallers 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. The target for all Global Academy students is to achieve **92% attendance and above** and be at Global Academy, at the start of their school day ready to learn. 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 Globallers 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, Globallers 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.
- Demonstrate the link of good attendance and punctuality to the world of work.
- Reward good attendance and punctuality.

Excellent Attendance	96.0%– 100%
Good Attendance	92.0% – 95.9%
Satisfactory Attendance	90.0% – 91.9%
Below Average Attendance	80.0% - 89.9%
Cause For Concern	Less than 79.9%

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 Key Stage 4 (KS4) and Post 16 absence requests for time off should be sent in writing to the Principal via a Student Absence Request Form (Appendix 1).

Acceptable reasons for being absent from school, set by the Department for Education include:

- The student is too ill to leave the house
- The student has a medical appointment that cannot be scheduled outside of school hours, and provides evidence
- The student has toothache, has an emergency appointment and provides evidence
- A day of religious observance by the religious body to which the student's parent/carer belongs
- There is a close family bereavement

Unauthorised absences are those the Academy does not consider reasonable and for which **no** submitted Student Absence Request Form (Appendix 1) has been authorised. This type of leave can lead to the Local Authority (Attendance Support Team) using sanctions and legal proceedings.

Unacceptable reasons for being absent from the Academy include:

- Keeping a child off unnecessarily
- Lateness to the Academy
- Shopping, looking after other children or birthdays
- Day trips or holidays during term time, which have not been agreed by the Principal in advance
- Excessive illness without medical evidence
- Minor travel disruption
- Truancy before or during the Academy day
- Unexplained absences

The Principal decides how many days your child can be away from school if leave is granted. You can be fined for taking your child on holiday during term time without the school's permission.

Whilst a Globaller 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 us via email attendance@globalacademy.com or on 0203 019 9000 option one.

5. Medical Appointments

School attendance figures show a continuing increase in the numbers of pupils missing part of the school day due to medical appointments.

Whilst some appointments may have to take place during the school day, e.g. specific scheduled hospital appointments, there are other appointments that could take place outside of school hours and at weekends or in school holidays. If it is not possible to arrange such appointments to take place out of school hours, it is expected that students are only out of school for the actual appointment and are therefore able to attend before and/or after in order to allow minimum disruption to their lessons and attendance.

Where appointments are necessary within school hours, **please ensure your child's absence is reported at least 24 hours beforehand to their Head of Key Stage and is supported with the appropriate documents e.g. an appointment card/letter or show the reception the text message.**

If you are unable to provide these details 24 hours prior to the appointment could you please make sure that:-

- *If your child is arriving late following a medical appointment, a copy of the supporting document is given to the reception or text shown;*
- *If they are leaving school early to attend a medical appointment, similarly a copy of the supporting document is given to reception. Your child will need to have the document signed by their Head of Key Stage before they are allowed to leave the Academy.*
- In the event that your child needs to leave during the school day to attend an appointment, the parent will need to clarify transport arrangements with the school directly, for safeguarding reasons.
- *If you have booked an emergency appointment and need to take your child out of school on the same day, call in and inform reception so that Head of Key Stage permission can be sought and a message passed to your child. Otherwise, you will need to wait while this process is followed.*

You can also email the Academy at attendance@globalacademy.com to confirm the details of the medical appointment.

All leave of absence is recorded on your child's school record in accordance with national retention guidelines.

6. Persistent Absenteeism (PA):

A Globaller will become a 'persistent absentee' when they miss 10% or more of education over an academic year for **whatever reason**. Therefore, **attendance below 90% = persistent absence**. Absence at this level is doing considerable damage to any child's educational prospects and needs to be tackled. Missing school will make your child fall behind in lessons and will impact on their academic progress and achievement.

Persistent Absentee Example

Student A's total number of possible sessions of school is 380. Over the course of the year, they miss 38 of these sessions.

$$(38 \div 380) \times 100 = 10$$

The DfE guidance explains that if a pupil's individual overall absence rate is greater than or equal to 10.0%, they will be classified as a persistent absentee. Therefore, in our worked example above, Student A is classed as a persistent absentee.

Do not allow your child to become a PA student. 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. PA Globallers are tracked and monitored carefully by the Vice Principal Behaviour and Safety with regards to lost education.

This table shows how many days missed each half-term will make your child a PA student:

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENT ABSENCE STUDENT?	
Half-term 1	3 ½ days off school from September until October half-term holiday will make your child a PA student.
Half-term 1-2	7 days off school from September until the Christmas holiday will make your child a PA student.
Half term 1-3	10 days of absence from September until February half-term will make your child a PA student.
Half term 1-4	Half-term 1-3 12 ½ days of absence from September until the Easter holidays will make your child a PA student.
Half-term 1-5	15 ½ days of absence from September until May half term will make your child a PA student.
Half-term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child a PA student.

7. Attendance Code I: Illness (not medical or dental appointments)

Parents and carers must notify the Academy **before 8.00am each day** your child is unable to attend due to illness. The Academy should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, the Academy can request parents to provide medical evidence to support illness. Global Academy can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

If a student is a Persistent Absentee (PA with attendance of 90% or below) medical evidence will be requested. This is important as medical evidence aids parents/carers not being fined £120 each by the Local Authority and provides support for extenuating circumstances.

The Local Authority states if your child misses 5 days in any 12-week period you could receive a fine or if you take time out of school for leave without the Principal's permission or the leave is longer than agreed.

8. Absence Procedure:

If your child is absent you must:

- Contact us **before 8.00am** on the first day of absence and any subsequent days of absence.
- Send an email and/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: attendance@globalacademy.com
- If the Academy does not receive information regarding your child's absence, they will receive an **Unauthorised absence (code O)**, which will negatively affect their attendance record and potential opportunities.

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 and record 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 attendance@globalacademy.com.** Please note that all parents/guardians are required to provide a minimum of two named contacts in case of emergency.*

Also read the '**Attendance and Punctuality Matter**' resource on the Global Academy website.

9. The LB of Hillingdon Stronger Families:

Parents and guardians are expected to inform the Global Academy as soon as possible, if there are any issues affecting their child's education, 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 Stronger Families Hub 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 issue sanctions such as Penalty Notices for 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 Global Academy fails to attend regularly, his/her parent is guilty of an offence.'

Parents/ guardians are also able to contact Stronger Families themselves to ask for help or guidance. They are independent of Global Academy and will provide impartial advice.

Their number is 01895 556006 and email is: strongerfamilieshub@hillingdon.gov.uk Website:

<https://www.hillingdon.gov.uk/stronger-families>

10. Punctuality

Poor punctuality is not acceptable from Globallers. The Global Academy is keen to get our Globallers 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 or lessons, they will miss classwork or valuable information from their teachers. Late arriving Globallers also disrupt the learning of others.

How we manage punctuality:

- KS4 registration starts promptly at 8.45am and we expect your child to be at the Academy building by 8.30am.
- KS4 registers are completed by 9.00am and if your child is not present at the start of registration, they are considered late.
- At 10.00 am, 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. **Parents/Carers could be liable for a fixed penalty notice if the child receives 10 or more unauthorised absence sessions (code O)**
- Lateness Absence Codes – unauthorised lateness before registration closed = Code L. Unauthorised lateness after registration closed (10.00am) = Code U for KS4 students.

If your child is persistently late, they may be placed in detention, on a punctuality report, miss out on extra-curricular activities. Late students must register with their form tutor, mentor or Head of Key Stage on time daily. Parents are required to support by discussing the matter with the form tutor or mentor 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 a member of the Pastoral team to resolve the issue. You are also welcome to approach your child's form tutor, KS5 Mentor or Head of Key Stage directly at any time if you are struggling to get your child to the Academy on time.

11. Key People (Appendix 2)

General contact information: 0203 019 9000 option 1. attendance@globalacademy.com

Mandy Lawes, Head of Key Stage 4: Mandy.Lawes@globalacademy.com

Preya Dhanecha, Head of Safeguarding: Preya.Dhanecha@globalacademy.com

Sophia Martin, Vice Principal, Behaviour and Safety Sophia.Martin@globalacademy.com

12. Safeguarding

If **poor punctuality, persistent absenteeism or failure to contact and work with the Academy** to improve these areas, continues to be a great concern, 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 another Professional Agency already involved with the student, contact will be made with them.

- For students that are considered to be vulnerable or at risk, a Social Care referral will be made to the home borough within the first week of absence, where no contact can be made with parents or student.
- The local authority periodically carries out truancy calls in collaboration with the Metropolitan Police, Safer Schools' Team.
- In addition to the calls from the Academy, written communication will be sent to parents/ guardians within the first week 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/or email will continue for every day of absence.
- Details will be recorded on the Safeguarding platform CPOMs.

14. Post 16 Attendance and Punctuality

Global Academy takes attendance in the Sixth Form very seriously and we acknowledge that good attendance plays an essential part in academic development for post 16 students. All Post 16 courses are intensive and students cannot afford to miss valuable teaching, production and study time. As well as compulsory timetabled lessons, students also have non-contact periods on their timetables for private study, extended projects and enrichment activities. If Post 16 Globallers are granted the privilege of studying at home, we would expect them to be committed to spending their time effectively, but this privilege may be **withdrawn** if a student is not meeting their **academic, attendance** and **timekeeping** commitments. In such cases students will be scheduled to work within the Academy.

Post 16 Globallers should strive to achieve consistently good attendance as poor attendance will affect academic attainment and industry work experience opportunities. Students should therefore aim for at least **92%** attendance and above for the year. An exemplary record of attendance says a huge amount about the student as a person; that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously.

If a student is going to be absent, they must follow the Absence Procedures set in section 8, **before 8.00am**. If a student is going to be late to lessons, they are also required to contact the Academy without delay.

Good attendance also plays an important part when applying to higher education establishments, work experience, apprenticeships or employment. Global Academy will strive to provide a welcoming, kind environment, whereby each member of the Academy community feels wanted and safe.

15. Post 16 Absence

Acceptable reasons for being absent from the Academy also include:

- **University and Employer Open Days** – students may attend no more than two of these events in an academic year
- **Work experience** – requests for term-time leave for essential work experience will be dealt with on a case-by-case basis. These requests should be submitted at least two weeks in advance. **The students' academic, attendance and punctuality data will be taken into consideration in order to authorise or decline work experience.**
- **Interviews** for courses/employment that will begin after the end of their time in Sixth Form.

Unacceptable reasons for being absent from the Academy also include:

- Students should not miss compulsory lessons to attend interviews, shifts and inductions for paid or unpaid part-time work
- Driving lessons
- To mind the house or younger siblings

- Keeping a child off unnecessarily
- Lateness to the Academy
- Shopping, birthdays or other personal celebrations
- Day trips or holidays during term time, which have not been agreed by the Principal in advance
- Excessive illness without medical evidence
- Minor travel disruption
- Truancy before or during the Academy day
- Unexplained absences

16. Signing In and Out

It is a legal requirement that we know who is in the Academy building at all times. Students **must** make sure that they sign in each time they attend the Academy then sign out each time they leave the building throughout the day.

All Global Academy staff will work with students and their families to ensure each student attends Global Academy regularly and punctually. The Academy acknowledges the efforts of students who improve their attendance, timekeeping and will challenge the behaviour of those Globallers, parents and carers who give low priority to attainment, industry opportunities, attendance and punctuality.

To meet these objectives, Global Academy will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support. (Appendix 2)

Appendix 1: Application for Leave of Absence from School**WARNING: students who take holidays during term time are at risk of not completing their qualification**

Students attend school for a maximum of 190 days (380 sessions) each academic year. Full attendance is vital for your child's educational progress. Global Academy expects all parents/carers to ensure that their child attend school regularly. Absences due to holidays taken during term time can seriously impact on a student's academic attainment. Our policy is to only authorise leave of absence in the most exceptional circumstances.

If the absence is unauthorised, this could result in you being issued with a Penalty Notice fine of £60 per parent per child.

If you wish to apply for your child to be absent from school during term time, please fully complete this form and return it to the Academy reception or via email attendance@globalacademy.com at least two weeks **before** the intended departure. Thank you.

PARENTS SECTION A

Surname of child		First name	
Date of birth		Tutor Group	
Surname of parent/carer		First name of parent/carer	
Address of child			
Postcode		Telephone number	
Students current attendance %			
Reason for absence			
Length of absence applied for (number of school days)		Destination	

Date of departure		Date due back in school	
Emergency telephone contact		Emergency telephone contact abroad	
Parent's/carer's signature			Date:

SCHOOLS SECTION B

Is the student a PA with 90% or less attendance		Yes:	No:
Principal's signature		Date	
Leave of Absence	Approved for	school days	
	Not approved for	school days	
Reason for refusing Leave of Absence			

Please submit sections A & B for authorisation

Appendix 2: Roles and Responsibilities

Role	Responsibility
Vice Principal, Behaviour and Safety	<ul style="list-style-type: none"> • Lead the whole school attendance strategy • To raise standards of student attendance, attainment, achievement and behaviour • Produce attendance data to share with key stake holders, including whole school, year groups and key groups • Analyse and monitor attendance data, including transition low attenders • Implement rewards and sanction strategies to drive forward attendance • Develop effective use of Arbor for recording and analysing attendance information and ensure that effective staff training is delivered • Monitor the Attendance Support service provided with LB Hillingdon • Communicate targeted attendance and punctuality concerns to staff, students and parents/carers. e.g. Wave 1 and 2 emails • Review missing register information • To track pupil attendance lesson by lesson, identifying any ‘internal’ truancies and informing parents of any such incidence • Regularly log attendance and punctuality interventions • Oversee Key Stage Five attendance and punctuality matters

Administration Support	<ul style="list-style-type: none"> Record all absence messages left by parents/carers on Arbor To track pupil attendance lesson by lesson, identifying any ‘internal’ truancies and informing parents of any such incidence Action parental communication after registration closes. Contact parents/carers of all students with unauthorised absences, acquire reasons and inform Pastoral Team Record the names of students who arrive late to school and record on register Communicate late detention details with student, parent, carer, staff via Arbor Email late detentions to Pastoral Team Send alerts for missing register information Regularly log attendance and punctuality interventions
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	<ul style="list-style-type: none"> To assist the Academy with implementing the Attendance Policy
Head of Key Stage	<ul style="list-style-type: none"> Communicate effectively with parents/carers and students developing positive relationships Carry out home visits to Persistent Absentee students and families To ensure that all members of the Year team are familiar with those students being tracked To track pupil attendance lesson by lesson, identifying any ‘internal’ truancies and informing parents of any such incidence To lead Year teams in the monitoring and implementation of strategies to improve pupil attendance To meet with the Pastoral team to discuss attendance issues and draw up plans of action for individual cases and key groups Complete Personal Support Programme documentation To highlight attendance issues, celebrate successes and encourage others to follow suit To organise the rewards and celebrate for good attendance and punctuality Oversee late detentions Issue and monitor students on a punctuality report To liaise with Middle Leaders and subject teachers over individual pupil attendance issues affecting academic attainment Regularly log attendance and punctuality interventions

	<ul style="list-style-type: none"> • To assist the Academy with implementing Attendance Policy
Head of Safeguarding	<ul style="list-style-type: none"> • Carry out home visits to PA students and families • Regularly report to stakeholders on persistent absentees' interventions • Regularly liaise with LA Attendance Officer utilising the Attendance Support Service • To identify suitable pupils for Personal Support Programmes (PSP), Stronger Families referrals. • To request and complete Early Help, Stronger Families referrals and Attendance Panels • Complete and monitor Penalty Notice documentation • Record intervention for PA students on CPOMS, Safeguarding Bulletin and Reports
	<ul style="list-style-type: none"> • To track pupil attendance lesson by lesson, identifying any 'internal' truancies and informing parents of any such incidence • Oversee late detentions • Regularly log attendance and punctuality interventions on Arbor and CPOMS • To assist the Academy with implementing Attendance Policy
Subject Teachers	<ul style="list-style-type: none"> • To create a positive learning atmosphere within their lessons and encourage students to attend school and achieve • To enter accurate information on student attendance and punctuality into the Arbor system • To proactively feedback to Middle Leaders and Pastoral Team, any pupils giving cause for concern over attendance, attainment and punctuality matters • To proactively flag students who are at/potentially at risk in line with Level 1 safeguarding training • To assist the Academy with implementing Attendance Policy by regularly communicating on attendance and punctuality related matters with students and parents
Form Tutors KS5 Mentors	<ul style="list-style-type: none"> • To create a positive learning atmosphere within their classes and encourage students to attend school and achieve • To enter accurate information on pupil attendance and punctuality into the Arbor system • KS5 Mentors to support students with attendance, attainment and punctuality concerns and ensure intervention is logged via Arbor

- To proactively feedback to Head of Key Stage, Director of Specialism/Pathway Leads over any students giving cause for concern over attendance and punctuality matters
- To proactively flag students who are at/potentially at risk in line with Level 1 safeguarding training
- To assist the Academy with implementing Attendance Policy by regularly communicating on attendance and punctuality related matters with students and parents

Appendix 3: Attendance Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending another establishment)	Not counted in possible attendances
X	Untimetted sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances