

Attendance and Punctuality Policy

Academy Specific Information

This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Attendance and Punctuality Policy.

Academy:	Longford Primary Academy
Senior Attendance Champion:	Louise Lawrence
Home School Link Worker:	Tracey Machin

SECTION 5 – ATTENDANCE EXPECTATIONS

Academy day starts at:	8.50am	Pupils expected on site by:	8.45am
AM register taken at:	8.50am	PM register taken at:	1.00/1.05pm

SECTION 6 – ABSENCE PROCEDURES

Where no information has been received by	9.20am	on the first day of
absence, the Academy will telephone the home of the absent pupil to enquire regarding the absence.		
Academy procedure:		
- A phone call will be made to establish a reason for absence - The office will work through all contacts available on a rota in order of priority - Where no reason for absence has been established a text will be sent - If a child is recorded as being vulnerable or there are ongoing concerns a home visit may be carried out by a member of SLT and social workers contacted		

SECTION 7 – ATTENDANCE REGISTER

AM register taken at:	8.50am	AM register will close at:	9.20am
PM register taken at:	1.00/1.05pm	PM register will close at:	1.35pm

SECTION 10 – PERSISTENT ABSENCE

Academy procedure:
- Discussions with pupils and parents to listen, and understand barriers to attendance, and any other problems they may be having - Explain the help that is available - Review any existing actions or interventions - Establishing attendance improvement plans (attendance agreement) to remove barriers and provide additional support. - Leading regular check-ins to review progress and the impact of support. - Making regular contact with families to discuss progress. - Assessing whether an EHC plan or support plan may be appropriate. - Considering what support for re-engagement might be needed, including for vulnerable groups. - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Implement sanctions, where necessary

SECTION 13 – CELEBRATING GOOD ATTENDANCE

Academy procedure:

The Academy will acknowledge excellent attendance and punctuality / improvement in attendance / punctuality in the following ways:

- Weekly class rewards in celebration assembly
- Displays to celebrate winning classes and individual pupils (attendance heroes)
- Spotlight attendance weeks
- Termly rewards (bookmarks/pencils/stickers)
- Annual attendance certificates
- Annual reward for best attenders across the school
- Attendance colours

The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

SECTION 14 – ATTENDANCE INTERVENTION

Academy's expected attendance level:

95%

Academy's staged approach / interventions to effectively manage pupil absence and punctuality as well as responses to improved attendance / punctuality.

Pre-stage	Academy's supportive measures and ways of working with parents prior to stages outlined below: • <i>Regular newsletters reminders of times of day,</i> • <i>Prompts to parents eg half termly attendance shared</i> • <i>Informal discussion</i>
Attendance Stage 1	• <i>Letter 1</i>
Attendance Stage 2	• <i>Letter 2 and phone call/meeting</i> • <i>EWO involvement</i>
Attendance Stage 3	• <i>Letter 3 and parent meeting with Attendance Officer/Family Support worker to draw up attendance agreement.</i> • <i>EWO involvement</i> • <i>Ongoing phone calls/check-ins to discuss attendance</i>
Attendance Stage 4	• <i>Referral to LA</i>
Lates Stage 1	• <i>Letter and EWO involvement</i>
Lates Stage 2	• <i>Letter and EWO involvement (possible referral to LA)</i>