



The Cedars Academy

Attendance and Punctuality Policy

The Cedars Academy seeks to ensure that all their students receive a full-time education which maximises opportunities for each pupil to realise his/her full potential. For pupils to gain the greatest benefit from their education it is vital that they attend regularly and punctually. Any absence causes disruption to learning and should be avoided it at all possible. Maintaining good attendance at academy is the responsibility of everyone in our community – pupils, parents, governors and staff.

Aims

- To encourage and assist all pupils to achieve excellent levels of attendance of above 95.5%
- To make attendance and punctuality a priority for all those associated with the academy including pupils, parents, teachers and governors.
- To maximise attendance across the school population and reduce persistent absenteeism (below 90%).
- Work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance.

Pupils

All pupils are expected to:

- Attend school regularly and to arrive on time.
- Arrive to school properly equipped and prepared to learn
- Attend all lessons on time
- Not leave school site without permission from staff or signing out
- Talk to Tutor, Head of Year or Student Manager if there is a problem causing them to miss school

Parents/Carers

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn
- They inform the school of the reason for any absence by telephone call on each morning of absence
- After illness pupils are expected back in school as soon as possible
- The Cedars Academy does not authorise holidays
- They make medical and dental appointments outside school time wherever possible
- Please inform us of up to date information regarding diagnosed medical conditions which may affect attendance and medical evidence of this
- They provide the school with up to date contact details

The Academy

The Academy will:

- Strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure
- Recognise all young people who fall below the DofE threshold of 90% attendance as Persistent Absentee can receive support if needed

Registration

Registration is a legal requirement and creates an orderly start to the school day. Registers will be called promptly at 8.45am and 1.30pm



1st Day Absence Contact

Day 1

Students who are absent but we have not had a reason will receive a text message. If no reply after text message, courtesy call made to parent/carer by HN for reason and expected day of return. All parental contacts to be recorded.

Day 2

Students who are absent but had no reason will receive a text message. If no reply after text message, courtesy call made to parent/carer by HN for reason and expected day of return. All parental contacts to be recorded.

Day 3

As previous days, but if no reply from text or courtesy call, letter will be sent asking for reason. All parental contacts to be recorded.

1 week if no response

Home visit made by DC and HN

Days of absence with

Students whose parent/carer have left message for reason of absence, on day 3 Courtesy call will be made by HN to parent/carer to find out expected day of return to

Attendance Letters

100% letters

100% attendance letter sent termly from the Principal.

Postcards

Postcards go out to improved attendance fortnightly.

Courtesy

Soon as student attendance falls below 95.5% is beginning to cause concern.

Student Managers/Inclusion are informed in case of any ongoing issues.

Letter 1

After 2 weeks if no improvement in attendance, there are concerns, student is at risk of becoming persistent absent (PA).

Letter 2

After a further 2 weeks if no improvement, formal letter sent

Student Managers/Inclusion informed.

By this stage support must have actions in place CAF, Social Services, Counselling, Young Carers support.

Warning
letter

A student at this level is at high risk and will be identified as persistently absent (PA)

The completion of a CAF will assist in identifying the issues that are affecting the student's poor attendance. Targets and parenting contract if required/agreed with parents.

DC to meet with Liz Flynn (Legal Attendance Consultant).
Formal warning letter to parents as possible proceedings

Legal Process

DC to meet with Liz Flynn (Legal Attendance Consultant).
To start legal process.



Attendance at The Cedars Academy

Platinum	100% Attendance FANTASTIC! You have given yourself the best chance of achieving the best grades and reaching your full potential. Well done!
Gold	YOUR ATTENDANCE IS ABOVE 97% - absent for fewer than 6 days in the year. As well as being an excellent attender you will almost certainly achieve the best grades for your ability and have a real opportunity in further education or the world of work
silver	YOUR ATTENDANCE IS BETWEEN 95-97% - absent for fewer than 10 days in the year. You are likely to achieve grades that will give you real opportunities to continue in your studies or in the world of work
Bronze	Your attendance is between 90-94% - missing up to 20 days of school each year. A full month lost! These absences will make it more difficult for you to achieve your best
Red	Your attendance is below 90% we need to act now! Missing so much time from your lessons means that it will be almost impossible for you to keep in touch with your subjects and learning

Make the most of school, enjoy and achieve!