



ATTENDANCE POLICY

Outlines the procedures for ensuring good attendance at the
Academy

September 2015-18

ATTENDANCE AND PUNCTUALITY POLICY

Staff at the centre are committed to promoting and achieving good levels of attendance in accordance with the LA policy. Underpinning this commitment is a belief that only if students attend the Academy regularly can they take full advantage of the educational opportunities available to them.

It is routinely recognised that attendance figures at the Academy are higher than when students were at link schools.

Students need to grow into the habit of attending regularly and attending Coritani Academy on time. This is important in both enabling access their education and in preparation for their adults lives. We encourage parent/carers to support the centre in facilitating this.

Parents/carers have a legal duty to make sure that their children attend education, they come on time and to inform the Academy if this is not possible.

Absence

If a student is to be absent because of illness or another valid reason, on the first day parents/carers are asked to inform the Academy office either by telephone or email, or call into the Academy to inform the office.

In the event of no reason being given for an absence, a letter must be brought in by the student from their parent/carer. The centre will then decide whether an absence is authorised or not.

Records are kept of every student's attendance.

If Coritani Academy is not satisfied with a student's attendance, or no message is given from home about absences, Education Welfare and the student's link school (where applicable) are informed. Further action may then be taken.

Any student failing to attend with no contact from parents will be contacted the same day.

Students who are absent where the Academy cannot contact parents will be reported to the education welfare team and/or the link school.

Students who are persistently absent will be placed on an attendance report and will have their place at the Academy reviewed with the referring organisation.

Registration

The register is taken at the start of the first session in both the morning and the afternoon. Students who arrive after the beginning of the session are marked late. Children who arrive later than half an hour after the beginning of the session are regarded as unauthorised absences unless a subsequent reason is given for this.

'Lates' will be noted and if it is felt necessary:

- a) a letter will be sent to parents/carers
- b) if lateness continues a further letter will be issued
- c) The Education Welfare Officer and link school will be informed and asked to take action.

The above will be closely monitored weekly by the principal who will send the appropriate letters home and inform the Link schools of any problems arising.

Students who arrive on time for school will be intermittently rewarded. Students who previously had a poor record for prompt arrival and have made vast improvements will be rewarded.

Security of Registers

Attendance registers must be returned to the office at the end of each registration period for security. Late comers will have to register with the Admin Officer. In the event of a fire, the receptionist will ensure they have the register with them.

Recording Reasons (Statutory Duty)

It is a statutory duty for all Educational Institutes to keep records of the reasons for absences. These are kept in students files on SIMS. Coritani also keeps records of telephone calls and can produce these when necessary.

MARKING OF ATTENDANCE REGISTERS

It is essential that registers are marked in a consistent manner. In line with LA, it is recommended for simplicity and clarity that the following symbols be used. These symbols are all available on the linked CAPITA SIMS system

Cod e	Description	Reason for use
/	Present am	
\	Present pm	
B	Educated offsite (not dual reg)	Students who may attend another provider
C	Authorised absence	Used for authorised absences other than medical
D	Dual Registration	Used when a student is attending link school or another provider & are dual registered
E	Exclusion	
F	Extended Family Holiday - agreed	
G	Family Holiday – not agreed	
H	Family Holiday - agreed	
I	Illness	
J	Interview	For example in regards to a place on a college course
L	Late	arriving after the register has been sent to the office.
M	Medical/Dental appointment	
N	No reason	No reason has currently been received in regards to absence
O	Unauthorised absence	Used if a note or message from parent/carer has not been received.
P	Approved sporting activity	Member of a recognised team
R	Religious observance	
S	Study Leave	
T	Traveller absence	
U	Late	Used if later than 30 mins
W	Work experience	
-	All should attend/no mark rec	