



The John Locke Academy

Opening Minds to Success, Opening Hearts to Succeed

Attendance and Punctuality Policy

Attendance at school has a significant impact on learning and is taken very seriously by the academy. Monitoring absence is part of our safeguarding procedures.

Impact of attendance:

Research shows a clear link between regular attendance and educational progress and attainment. Poor attendance leads to poor attainment.

Aims:

Our policy aims to:

- Support pupils and parents/carers in the establishment of the highest possible levels of attendance and punctuality

Expectations:

We expect that pupils will:

- Attend school daily and punctually

We expect that parents/carers will:

- Ensure their children attend school every day
- Ensure their children attend school punctually and are prepared for the school day
- Ensure they contact the academy office daily if their child is unable to attend school
- Contact the school if there are problems that might keep their child away from school
- Provide verifications from a GP or other relevant body when requested
- Follow guidelines in the John Locke Academy Attendance Guide.

The academy will:

- Offer a welcoming atmosphere and safe environment
- Offer an engaging and challenging curriculum that encourages children to attend school
- Keep regular attendance and punctuality records in order to monitor the impact of this on learning
- Contact parents on the first day of an absence if no message has been received to explain the absence
- Follow up on all unexplained absences to obtain explanations from parents
- Regularly inform parents of their child's attendance percentage at parent/teacher conferences
- Will notify the Local Education Authority after 15 days sickness
- Will notify the Participation Officer regarding unexplained absence
- Once a child reaches below 95%, a letter will be sent to parents with a copy of their attendance report.
- If attendance falls below 90%, the Local Authority Participation Officer will be notified, alongside a letter informing parents of this action.



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Punctuality and lateness:

Punctuality is crucial. Lateness to school causes disruption to that individual's learning and to that of other pupils in the class.

- Our classrooms open from 8.50am to 9.10am for 'soft start'. The register is taken at 9.10am.
- Anyone arriving after that time will be recorded as late.
- Afternoon register is taken at 1pm.
- Lateness is monitored regularly. If a pupil is late regularly, a letter will be sent to parents informing them of their child's punctuality record. Parents will be informed that if poor punctuality continues they will be referred to the Local Authority Participation Team.
- Persistent lateness will be dealt with through meetings with the attendance manager and the principal of the academy.
- Referral may be made to The Local Authority Participation Team.
- Attendance and punctuality form part of a child's school report and will be passed on to future schools.

Celebrating High Attendance:

- Assemblies
- Raffles the attendance dog in KS1
- Regular mentions in newsletters which are posted on the website
- Reports to governors
- Stickers for 100% attendance every half term
- Certificates for 100% attendance for whole year
- Display of weekly class attendance figures

Types of absence:

The Academy records children's attendance at school on a daily basis. Registration is taken at 9.10am for the morning session and 1pm for the afternoon session. Each session will be marked as authorised or unauthorised.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, an unavoidable medical/dental appointment, emergencies or other unavoidable causes.

Unauthorised absences are those which are not considered reasonable by the Academy and for which no 'leave' has been given. Unauthorised absence can lead to sanctions/and or legal proceedings by the Local Authority Participation Team.

Religious observance:

Pupils may request leave of absence on days set apart by their religion for religious festivals. This will generally be 1 day for the day of the festival.



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Absence due to illness:

The following advice is given on the NHS website. (www.nhs.uk)

- A child with a minor cough or cold should attend school. If the cold is accompanied by a fever, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24hrs after they start to feel better.
- Children with diarrhea and/or vomiting should be kept off school until at least 24hrs after their symptoms have gone. If it is a 'bug' this should be 48hrs. This is to ensure that, as far as possible, any bugs are contained.
- If your child has chickenpox, keep them off school until all their spots have crusted over.
- Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP practice nurse before sending them to school.

If your child is unwell and unable to attend school, please inform the school office on 01895 590110 before 9.30am. If attendance is poor, evidence may be requested to support a child's absence.

Medical Appointments:

- Wherever possible, medical and dental appointments should be made outside of school hours or in holiday periods.
- If the event of an unavoidable school time appointment, written notification of medical/dental appointments must be given in advance to the school office with a copy of the appointment letter.



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Absence from School

Children are required to attend school for 190 days each year. Absence from school may be necessary when your child is unwell, however prolonged absence can seriously impact on pupils' learning and progress. The table below demonstrates the importance of coming to school every day and the rewards and sanctions imposed.

Attendance during one school year.	Equivalent absence in days.	Rewards/Sanctions.
100% Attendance Excellent	0 Days Missed	Prizes given at end of school year
95% Attendance Satisfactory	9 Days of Absence 1 Week and 4 Days of Learning Missed	If attendance drops below 95% without good reason, a letter will be sent to parents. This may be referred to the Local Authority Participation Officer
90% Attendance Poor	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	At this point a letter will be sent warning parents that attendance has continued to decline. Parents will be asked to meet with the Attendance Manager/SLT to see if the Academy can offer further support.
87% Attendance Very Poor	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Attendance below 85% will trigger an attendance panel with SLT and an academy governor.
80% Attendance Unacceptable	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Attendance below 85% will trigger an attendance panel with SLT and an academy governor.
75% Attendance Unacceptable	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	If attendance fails to improve, a referral will be made to the Borough Participation Officer.



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Exceptional Leave Policy

The 1996 Education Act section 444 states that parents are responsible for ensuring that their child(ren) attend school regularly and punctually. In an academic year there are 190 teaching days, leaving 13 weeks and 52 weekends where leave can be taken with no impact on teaching and learning for a child.

The academy's holidays and assessment periods are advertised on the website a year in advance. The London Borough of Hillingdon advises head teachers not to authorise exceptional leave requests in term time. The local authority also advises head teachers that pupils who have a record of poor attendance (less than 95%) should also not have exceptional leave requests authorised.

- Where possible, application for exceptional leave should be made at least 4 weeks before the requested date. An exceptional leave form, which can be obtained from the academy office, should be completed. The attendance manager and principal may wish to discuss the application with you. Documentation to validate the request may be asked for (flight details, invitations etc.)
- If leave is taken without prior authorisation by the academy, it will be recorded as unauthorised and the Local Authority Participation Officer will be notified.
- Travel arrangements **should not** be made without prior consultation with the academy.
- Periods exceeding the agreed length of exceptional leave will be deemed to be unauthorised. Evidence should be produced if the extension was for further exceptional circumstances.
- A pupil will be taken off roll if they are absent for 10 days after the agreed time.
- Parents who take an unauthorised holiday will be referred to the Participation Officer.

Penalty Notices:

The Participation Team can issue Penalty Notices for any unauthorised 'Exceptional Leave'. Penalty Notices can be issued to each parent/carer concerned. Please note that it 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 you will each receive a summons to Magistrates Court. If unauthorised leave is repeated the Participation Team may summons each parent to Court without a Penalty Notice being issued. There is a possibility of being given an Education Supervision Order if there are concerns about attendance.

Pupils leaving during the day:

During the day, academy staff are legally in loco parentis and therefore must know where the pupils are during the day.

- Pupils are not allowed to leave the premises without prior permission from the academy.
- Wherever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are required to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving and the expected return time.



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- Pupils must be signed out on leaving the academy building and signed back in on return.
- Parents should collect their child from the academy's main office. If a child leaves the site without permission, parents will be contacted. If parents cannot be contacted it may be necessary to contact the police.

Religious observance:

Pupils may request leave of absence on days set apart by their religion for religious festivals. This will generally be 1 day for the day of the festival.