

Attendance Procedure

Attendance Officers

- Truancy calls are sent to parents/carers daily if the academy has not been informed of student's absence
- Telephone call if no response to truancy call
- Letter home if still no response asking for absence to be authorised



- Fixed Penalty Notice (FPN) if 6 sessions of unauthorised absence
- 1st contact letter sent out to parent/carers where students absence is 90% and below
- 'Please improve' letter sent out if no improvement made over 6 week period



- Letter sent out/phone call made to parents/carers asking them to come in for a meeting to discuss student's attendance before gets below 90%
- Letter sent out inviting parents/carers in for Fast Track meeting if student's attendance is below 90% and 6 week attendance programme set up.
- Mid review after 3 weeks into the agreement
- Final review meeting at the end of 6 weeks.



- **If positive**, student achieves 100%, no more action, but continue to monitor student's attendance
- **If negative**, student does not achieve 100%, paperwork sent to Suffolk County Council for prosecution

Tutors

- Complete AM registers quickly and efficiently, marking students in late where necessary



- Speak to students if they have been absent during that week
- Speak to student/phone parent/carer if they have any unauthorised absences



- When you receive attendance information weekly, display on wall in tutor room and discuss with the whole tutor group, make Friday phone calls home for most improved attendance, use HERO posters



- Contact the Attendance Office with any concerns/information regarding student's attendance



Late Procedure



Academy policy requires students to be on site at 8.45am and the register is taken at 8.50am. If a student arrives after 8.50am then they are officially late.



The Attendance Officers are at the academy gate and will mark students in and give consequences where necessary.



- Students that are late will be set a consequence.
 - Students that arrive between 8.50am - 9.05am will receive a C1.
 - Repeat lateness between 8.50am and 9.05am will also trigger a C2 consequence.
 - Students that arrive after 9.05am will receive a same day C2 15 minute consequence which will take place after school.
- If these consequence are not attended they will be escalated.**



For health and safety reasons, if students arrive at the academy late after 9.05am they should go to the Attendance Office to get a late mark.

**19 days lost a year through being late
= 90% attendance**

Please be advised that if you arrive late in the future this will be recorded as unauthorised absence, and should 6 or more unauthorised sessions be accumulated we will issue a penalty notice in accordance with our policy.

- **2 x lates: A letter will be sent home advising parents/carers of your lateness**
- **4 x lates: A letter will be sent home warning parents/carers that a Penalty Notice will be issued if you have 6 lates**
- **6 x lates: Penalty Notice issued to parents/carers**

Being late

- Gets the day off to a bad start, with a challenging conversation
- Can put everyone in a bad mood and can be stressful
- Can be embarrassing for both parent and young person
- Is noticed by others who may make negative comments
- May damage your child's confidence
- Same day consequences are set

Being frequently late to the academy adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year
- Arriving 30 minutes late every day is the same as being absent for 19 days a year