

**Newmarket Academy Attendance Procedures**

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| **Policy Title** | **Newmarket Academy Attendance Procedures** |
| **Policy Created / Amended** | **December 2022** |
| **Policy Ratified** | **At the LGB meeting of 19th January 2023** |
| **Policy Review Date** | **December 2023** |



**Newmarket Academy Attendance Procedures**

Unity Schools Partnership’s attendance policy can be found on the Unity Schools Partnership Website in our policy section: <https://www.unitysp.co.uk/policies/>.

Newmarket Academy has its own additional procedures which are shown below.

Attendance Leader

A member of the Senior Leadership Team (SLT) will oversee, direct and co-ordinate the Academy’s work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the Academy. This person, known as the Attendance Leader, will also ensure that up-to-date attendance data and issues are shared regularly with the SLT, are made regularly available to all staff, students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body regularly. He/she will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

For the academic year 2022-2023, this is Mrs Horne, Deputy Headteacher: [victoria.horne@newmarketacademy.co.uk](mailto:victoria.horne@newmarketacademy.co.uk) .

Our Attendance Officer is Mrs Barney: [sandra.barney@newmarketacademy.co.uk](mailto:sandra.barney@newmarketacademy.co.uk) .

Registration

The morning register will be called promptly at **8.30 am.** Any child arriving after **8.30 am** but before **9.00 am** will be marked as late. Any child arriving after the registers have closed at **9.00 am** marked as unauthorised late (code U) which is an unauthorised absence.

The afternoon register will be called promptly at **12.10pm.** Any child arriving after **12.10pm** but before **12.40pm** will be marked as late. Any child arriving after the registers have closed at **12.40pm** will be marked as unauthorised absence.

The attendance register is also marked at the start of each lesson. Tutors and classroom teachers are responsible for completing the attendance registers for meeting time, lessons and for enrichment activities and trips. The Attendance Officer will then add details of the absence using the prescribed codes.

Working in partnership

We know that all parents want their child to succeed at school and we are committed to working in partnership with parents and carers to achieve the highest possible attendance and to support students when there are barriers to attending school.

Strategies for managing and improving attendance

1. Attendance has a very high profile at the Academy and is regularly discussed in assemblies and in class. Parents are regularly reminded in newsletters and school meetings about the important of good attendance and its links to attainment.
2. Good attendance is celebrated and rewarded in line with the Academy rewards systems.
3. Parents will be contacted by telephone, text, or email on the first day a student is absent without explanation to establish a good reason for the absence. This helps to identify at an early-stage students who do not have good reason for absence or who may be absent without their parents’ knowledge. Where it is not possible to contact parents on the first day of absence, a letter will be sent.
4. Tutors will complete a return to school meeting with students in their tutor group who have been absent, so as to immediately identify any problems or concerns.
5. Where there is an emerging pattern of a student’s absence the Academy will invite parents to a meeting to discuss the reasons for the absences. Plans, such as an attendance contract or a lateness report, should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.
6. If there continues to be unauthorised absences by the end of the specified time (or sooner if the student is failing to attend school at all), the matter will be referred to the Education Attendance Service. Regulations (Education Student Regulations 2006) require schools to inform the LA of every student who has been continuously absent without a good reason (i.e. the absence is unauthorised) for 8 school days or more. Schools must also inform the LA of every student who fails to attend regularly which is interpreted to mean those students who have patterns of unauthorised absence without amassing 8 continuous absences.
7. Students are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education and that of others in their class if they are late. Students who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Attendance Service.
8. Students who arrive late for school but before the register closes will get a late mark. This will be managed using the school’s usual systems for detention. Persistent lateness will be managed with lateness report or an attendance contract.
9. For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to Reception to sign in. It is important that all students arriving late follow this procedure. For the same reason it is important that students leaving the premises legitimately (e.g., for a medical appointment), or returning to school later in the day sign out/sign in.
10. Truancy occurs when a student goes missing from school having previously registered for the session. This behaviour not only means the student will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. The Academy takes this very seriously and will endeavour to ensure it does not happen. The Attendance Officer checks all class registers every period for absences and takes follow up action when appropriate. If, however, a student appears to have left the premises without authorisation, the school will try to contact his/her parents immediately.
11. The Academy will inform the local authority, via fortnightly meetings with the local authority Education Welfare Officer, of any student who fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 10 school days or more.
12. Home visits will be used if we have not seen a student for a week

Term time holidays

Please note that Newmarket Academy, like all school in Unity Schools Partnership, will not authorise any term time holidays unless the circumstances are judged exceptional. The decision of the Headteacher is final.