

Agreed 1 September 2010

Chadwell Heath Academy

A Specialist Mathematics, Computing, Science and Media Arts College



ATTENDANCE POLICY STATEMENT

The Governing Body believes that in order to achieve their educational potential, children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The School, in partnership with the Educational Welfare Service, will work with pupils and their families to ensure that each pupil attends school regularly and punctually. If a child of compulsory school age fails to attend regularly the Governing Body is mindful that the parent is guilty of an offence under the Education Act 1996, Section 444 as amended by Section 82 and 109 of the Education and Inspection Act 2006.

Every half-day absence must be classified by the school, not by the parents, as either Authorised or Unauthorised and therefore, information about the cause of each absence will always be required, preferably in writing. Authorised absences are mornings or afternoons away from school for a valid reason such as illness or other unavoidable cause. Unauthorised absences are those which the School does not consider reasonable and for which no permission has been given. The Attendance Codes used by the School clarify what the Local Education Authority considers to be authorised and unauthorised absence.

The Governing Body believes that regular attendance maximises each pupil's opportunity to realise his/her potential and is therefore committed to a policy of minimum unavoidable absence from school during term time. The Governing Body strongly advises parents to avoid term time holidays. If requested, holiday applications must be made in writing, using the Holiday Request Form available at the School Office. Only in exceptional circumstances, such as bereavement, will the School allow more than the maximum 10 school days the Governing Body permits it to authorise. If the period of absence exceeds the return date set by the School, the pupil may be removed from the School Roll.

It is the responsibility of the School, in partnership with the Educational Welfare Service, to monitor both attendance and punctuality. Communication with parents takes place via modular assessment and the annual Progress Record. The Head of Year and/or Educational Welfare Officer may also deem it necessary to contact parents by telephone, letter or home visit. Pupils with 100% attendance for the year are rewarded with an attendance medal, awarded in assembly by the Headteacher. Attendance and punctuality feature prominently beside effort and attainment as criteria for The Len Herbert Top Form Awards presented annually at Prize Giving.

The Governing Body understands that children may sometimes be reluctant to attend school regularly and/or punctually. In such circumstances the Governing Body believes solutions are best found through dialogue between the School, the parents and the child. If a resolution cannot be found in this way, the School may refer the child to the Educational Welfare Service. Like the school, the Educational Welfare

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Officer will try to resolve any issues regarding attendance and/or punctuality through dialogue and agreement.

The Governing Body understands that there may be occasions where absence or lateness persists despite the combined efforts of the School and Educational Welfare Service. In such circumstances, and as result of referral by the School, the Educational Welfare Officer may initiate legal action. In the case of persistent lateness a Fixed Penalty Notice may be served by the Local Education Authority if a pupil has been late on seven or more occasions in any one half-term. Parents will incur a fine of £100.00, reduced to £50.00 if paid within 28 days. In cases of persistent absence and/or lateness the Local Education Authority may prosecute parents or seek an Educational Supervision Order. The maximum penalty upon conviction is a fine of £2,500 and/or 3 months imprisonment.