

Attendance Policy

Appendix A

“Name of Academy”

Managing Attendance Procedure

1. If your child is ill and unable to attend school then please contact the school by phoning *phone number an extension* or emailing *email address*.
2. *Tutor/teacher* discussion – If the *tutor/teacher* notices patterns emerging with dropping attendance then they will have a conversation with the *student/parent* to see if there are any issues that can be resolved.
3. Attendance letter 1. 10 sessions missed. This letter is generated and sent out. It could be a mix of medical, illness or unauthorised holiday. The *tutor/teacher* will have a conversation with the parent.
4. Attendance letter 2. 15 sessions missed. Meeting date and time provided in letter. If parents do not attend, *head of key stage/head of year/head of phase* to send another meeting time. If not attended the meeting will be with just the student. If the 15 absences are for medical reasons, the letter will be requesting that medical evidence is to be provided for any further absence. Appoint card or medication box is sufficient. Letter gives option for parents to contact *head of key stage/head of year/head of phase*. Parents will also be offered Early Help.
5. Attendance letter 3. Informing parents that attendance is being referred to the Education Welfare Officer, *head of key stage/head of year/head of phase* to attend future meetings too.

No holidays will be authorised apart from exceptional circumstances at the discretion of the headteacher. 10 sessions will have a penalty notice. Funeral of immediate family, ill parent, etc. will be authorised.