



Attendance Policy on a page

Overview of attendance at TGAT

Our school is dedicated to child-centred actions and establishing a collective responsibility for attendance. Regular attendance directly correlates with academic success and the development of social skills and other life skills.

Attendance is everyone's business and promoting regular attendance is the responsibility of the whole school community. Our **Senior Attendance Champion** is **Ben Lumley** and they, alongside senior leaders, teachers and support staff, governance, parents/carers and pupils themselves, play an essential role in supporting and promoting good attendance.

Securing good attendance is also a fundamental responsibility within our duty to safeguarding and promote the welfare of children. We will investigate any concerns about a child's attendance to ensure their wellbeing. Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

Attendance and punctuality expectations

Our school day begins at 8:50am and ends at 3:20pm. Morning registration opens at 8:50am and closes at 9:20am, and afternoon registration opens at 12:05pm and closes at 12:25pm. Children are expected to arrive on time and attend all lessons and activities.

Pupils are marked absent if they do not attend school for any reason or if they arrive after the register has closed.

Absence will be **unauthorised** for truancy, unexplained absence, arriving after register close, shopping, birthdays, looking after other children, day trips or holidays, and keeping a child off school unnecessarily.

It is usually appropriate for children to attend with **minor illnesses** or general cold symptoms (cough, runny nose, sore throat).

All absences are authorised at the Principal's discretion.

Our approach to securing good attendance

Our attendance philosophy is rooted in a recognition-based approach, which recognises and incentivises excellent attendance and punctuality through certificates, parental communication and our half termly rewards raffle: "Lumley's Lottery". Our **multi-stage system of support** involves three stages of intervention. **Stage one** is a universal approach to establish an attendance approach that benefits all children; **Stage two** involves internal individualised strategies and early help support tailored to individual needs; and **Stage three** focuses on specialised support for pupils and their families, including access to external agency support.

Absence procedures

Parents/carers must contact school on the first day of their child's absence and any subsequent days. If we receive no contact we will follow our first day calling process. Medical evidence may be requested where relevant. Home visits may be undertaken if no contact can be made or there is cause for concern.

All **leave of absence** must be authorised by the Principal and will only be authorised in exceptional circumstances. Holidays will not be authorised under any circumstances. Parents/carers must request leave in writing at least 10 days in advance using the Leave of Absence form. Leave that is refused will result in any absence being unauthorised.

We do not recommend that children are **electively home educated**, but if parents/carers opt to do so they must inform the Principal in writing.

Persistent absence (PA)

When a pupil has an attendance rate of 90% or below they are persistently absent; this is a significant cause for concern. We identify pupils who have missed 10 or more days of school as being at risk of PA and will follow our procedures and offer support in line with our multi-stage system of support, including incentives, strategies, interventions, external agency support and an escalation process involving referral to the local authority.

When a pupil has missed 50% or more of school time this is described as **severe absence**. Children's social care are likely to become involved at this point.

National threshold for Penalty Notices

A Penalty Notice will be considered by the local authority if a child has 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks, which can span different terms or school years. Penalty Notices are £160 per parent per child (reduced to £80 if paid within 21 days).

They cannot be issued for the same child if there is a third occasion of unauthorised absence in a 3 year rolling period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction.