



FPTA Academies

# ATTENDANCE POLICY

APPROVED: SEPTEMBER 2019

REVIEW DATE: SEPTEMBER 2020

# Attendance Policy

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent/carer.

Aims:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

The FPTA Trust is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

All schools will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Each year the schools will set attendance/absence targets annually.

The schools will review their systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

## Leave of absence in term time

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The schools will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

Each school will develop its own methods of ensuring that attendance is maximised but will include rewards for excellent attendance which could include; letters home, certificates, public recognition and prizes. Consequences for poor attendance could include Attendance Panels conducted by Local Governors and senior staff, reporting to the Attendance Advisory Practitioner and in exceptional circumstances, working with the Attendance Advisory Practitioner to take parents/carers to court.

**All schools will have their own procedures for reporting and dealing with Attendance issues, agreed with their local governing body. This Policy and the aforementioned procedures will be available on their website and in hard copy by request.**