



Student Attendance & Punctuality

2024-25

Date last reviewed | June 2024

Review period | Annually

Lead Reviewer(s) | Primary Assistant Principal & Secondary Assistant Principal

“Empowering today,



for a limitless tomorrow”



Limitless
Learning



Limitless
Solutions



Limitless
Possibilities

Rationale

The Academy community believes that outstanding attendance and punctuality is vital in enabling students to make the most out of their learning opportunities. As a school, we will do all that we can to maximise attendance for all students. We recognise that parents/guardians have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance and/or punctuality.

Practice and Guidance

The Attendance Policy at The Academy is based on the principles of:

- Providing a full and effective education for all students to ensure they achieve their potential, and beyond, in all that they do.
- Believing that all students benefit from the education we provide from regular and punctual school attendance. To these ends, we will do all we can to ensure that all students attend regularly and that any circumstances that impede this are identified and acted upon as soon as possible.
- Preparing students for the demands and responsibilities of adult life.

We expect that all students will:

- Attend school regularly at a percentage of at least 98%.
- Arrive on time, prepared for the school day.
- Through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly.

We expect that all parents/carers will:

- Place a high priority on attendance and punctuality.
- Ensure their son/daughter attends school and is in the classroom ready to learn before 7:40am (Secondary) or 7:45am (Primary and FS).
- Endeavour to keep health, visa and other appointments out of school hours.
- Take holidays/vacations during designated school holiday time.
- Ensure that they contact the school reception (absence_wek@gemsedu.com) on the first day of absence before 7:30am if a child is unable to attend school.



- A medical certificate must be provided to the main reception if absence is for more than two days.
- Provide the school with up-to-date home, work and emergency telephone numbers and email addresses.
- Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.
- Complete a leave of absence form in advance of any unavoidable term-time absence (see request for student leave below).
- Complete an early pick-up form at least two days before the required early pick up day
- Work with the school to improve attendance.
- Be punctual to collect students at the end of the school day:
 - For FS1 1:30pm every day, or by 3:00pm if enrolled in extended care Monday – Thursday.
 - For FS2 1:30pm Monday – Thursday, or by 3:00pm if enrolled in extended care, and by 12:00pm on Fridays
 - For Y1&2 3:00pm Monday – Thursday, and by 12:00pm on Fridays
 - For Y3&4 3:00pm Monday – Thursday, and by 12:00pm on Fridays
 - For Y5&6 3:10pm Monday – Thursday, and by 12:00pm on Fridays
 - For Secondary 3:10pm Monday – Thursday, and by 12:00pm on Fridays

We expect that the school will promote outstanding attendance by:

- Accurately completing attendance registers at the beginning of each session and within 10 minutes of the start of the session. Any child arriving after 7.45am (FS and Primary) will be marked as late on the register.
- Monitoring attendance and punctuality of students across the school.
- Following up absence on the first day; a first day absence telephone call, email or text message will be made if a student is absent without prior authorisation by the receptionist requesting authorisation. Longer term absence will be referred by the tutor /class teacher to the respective Head of Year/Key Stage.
- Recording attendance on students' reports.
- Making attendance percentages available for all parents via 'Go4Schools' (Secondary) and the LearnOS (Primary) application.
- Contacting parents when attendance is of concern (see appendix 1).
- Collecting data on attendance and making this available to staff, KHDA and parents on request.
- Positively encouraging students to attend school regularly, and challenging students who do not attend school regularly or who are consistently late.

Celebrating Attendance and Punctuality

Foundation Stage and Primary:

- At the end of term, all children with Outstanding attendance (98%+) will be issued with a certificate of recognition.

Secondary:

- Each half term, the form with the highest attendance will be rewarded with entry into a prize



draw.

- Rewards are given each term to the best form and year group for attendance. Rewards will be decided by the Heads of Key Stage.
- Students with 100% attendance will be recognised in assemblies.

Responding to Non-Attendance

When a student fails to attend school without a satisfactory explanation:

1. The absence team will contact the parent by telephone or email on the first day of absence.
2. After two consecutive days of absence, if no response has been received from the parents, the class teacher will reach out to the parent via email, showing concern for the child's health and well-being.
3. On day three of absence, without parental response, the Head of Year (Primary)/Head of Key Stage (Secondary) should be informed.
4. Any further consecutive absence will be referred to Assistant Principal/Vice Principal who should endeavour to contact the parent.
5. Heads of Year analyse monthly absence, referring concerns/frequent absence to Assistant Principal/Vice Principal as a standing line management item. In FS and Primary, monthly attendance emails will be sent to parents with children with 80% or lower attendance. See Appendix 1 and 2
6. Any unexplained absence for more than 5 consecutive school days should be raised as a safeguarding concern and logged in Phoenix.
7. If a student is absent for 20 consecutive days, without communication from parents, students will be referred to Principal/CEO to be removed from school register.
8. For more than 25 days of unjustified or unapproved absence in a year, a student could be asked to re-sit the year in full.

Request for Student Leave Criteria

1. Requests for pupil leave outside of school holidays must be submitted in writing via completion of the *Application for Pupil Leave* form (appendix 3). This should be submitted to the absence team (absence_wek@gemsedu.com).
2. Academy Leaders allocated to each phase will review each request.
3. Decisions are made on a 'case by case' basis. However, they will follow the below guidelines:

Consideration given:	Consideration given if attendance is greater than 96%:	Denied regardless of attendance:
<ul style="list-style-type: none"> • Emergency health reasons for child or parents • Bereavement of close relative • Religious holidays/observances 	<ul style="list-style-type: none"> • Close family weddings • International school visits (e.g. school interviews/ assessments etc.) • Home country visa applications 	<ul style="list-style-type: none"> • Vacations • Travel • Birthdays • Family visits



4. Parents will be informed of the outcome of the request via email which will be sent by the absence team.

Requests for Leave in the School Day

While we discourage appointments to be taken within the school day, we do understand that this may be unavoidable at times.

1. Where possible, requests for leave within the day should be made two days in advance by completing and Application Request for Student Early Departure form (Appendix 4) and emailing this to the absence team absence_wek@gemsedu.com. The class teacher or form tutor should be copied into this email.
2. If in an emergency this is not possible, parents may contact reception by telephone 04 512 9100.
3. In Primary, class teachers will be notified, and the student will be brought to main reception to await the arrival of the parent/guardian. Reception staff will issue an exit pass to show to security when leaving the site.
4. In Secondary, on notification from the form tutor and/or head of year, students will be issued with an exit pass by the reception staff to show to security when leaving the school site.

Punctuality Procedures

Arrangements for late arrivals at the beginning of the school day

- A student is late if they arrive to registration after 7:40am (Secondary) or 7:45 (Primary).
- If the student arrives after this time, they must sign in at reception and receive a late mark.
- If a student arrives late to school, the class teacher/ form tutor must ensure that the student has been registered in school. This is essential for fire evacuation/emergency purposes.

Where students are repeatedly late for school, the following procedures will support families in realising the importance of punctuality and finding solutions going forward. Each step is triggered by continued late arrivals.

1. Informally addressed by class teacher/form tutor by email, telephone or in person
2. Meeting with class teacher/form tutor to discuss solution to punctuality
3. Email sent by Head of Year (Primary)/Head of Year (Secondary)
4. Meeting with Head of Year (Primary)/Head of Year (Secondary) to discuss ongoing punctuality concerns
5. Email from AP/VP.
6. Meeting with AP/VP
7. Email from Primary/Secondary Principal
8. Meeting with Primary/Secondary Principal

Arrangements for the collection of late students at the end of the school day

Foundation Stage and Primary:



- Any students who are not collected on time will be taken to a designated late room/area. Records will be kept for any late pickups with a register taken in the room.
- In FS and Primary, persistent late pick-ups will prompt the following response:
 1. Meeting with class teacher and email notification
 2. Meeting with HoY and email notification
 3. Meeting with AP/VP and email notification

Secondary:

- Secondary - parents are to collect students from outside the Head of Key Year office if they arrive 10 minutes after the end of the day. Secondary students cannot use the main reception at this time.
- Persistent lates in Secondary will be referred to the Head of Key Year who will invite parents for a face-to-face meeting to discuss the issue. Any further concerns regarding lateness of individual children will be passed to the Assistant Principal/Vice Principal.

Secondary School Attendance Policy

Year 7 – 11 students are expected to attend all scheduled lessons, activities, and assessments. A minimum attendance rate of 96% is required each academic year.

Attendance Monitoring and Actions:

9. Attendance below 96%:

- An email will be sent by the Form Tutor at the end of each half term to the student and their parents or guardians to inform them of the attendance issue and offer support.

10. Attendance below 93%:

- An email will be sent by the Head of Year to the student and their parents or guardians to inform them of the attendance issue and offer support.
- The student will be placed on an attendance report and monitoring plan to improve their attendance.

11. Attendance below 90%:

- A formal letter will be sent by the Assistant Principal to the student, and their parents or guardians will be invited to a meeting.
- An action plan will be presented at this meeting to address the attendance issues.

12. Attendance falls below the acceptable threshold:

- A meeting will be arranged between the student, the Assistant Principal, and the Vice Principal to discuss the attendance issue. The student may be asked to repeat Year if applicable.
- The school will provide support to students struggling to maintain good attendance and work with them and their families to develop strategies to improve attendance.
- Students are responsible for tracking their own attendance and communicating with their Form Tutor if they are unable to attend a scheduled lesson or activity.

This policy is designed to support students' academic progress, promote regular attendance, and create a



positive learning environment for all students.

Sixth Form Attendance Policy

Sixth Form students are expected to attend all scheduled lessons, activities, and assessments. A minimum attendance rate of 97% is required each academic year.

Attendance Monitoring and Actions:

13. Attendance below 97%:

- An email will be sent by the Form Tutor to the student and their parents or guardians to inform them of the attendance issue and offer support.

14. Attendance below 93%:

- An email will be sent by the Assistant Head of Sixth Form to the student and their parents or guardians to inform them of the attendance issue and offer support.
- The student will be placed on an attendance report and monitoring plan to improve their attendance.

15. Attendance below 90%:

- A formal letter will be sent by the Head of Sixth Form to the student, and their parents or guardians will be invited to a meeting.
- An action plan will be presented at this meeting to address the attendance issues.

16. Attendance falls below the acceptable threshold:

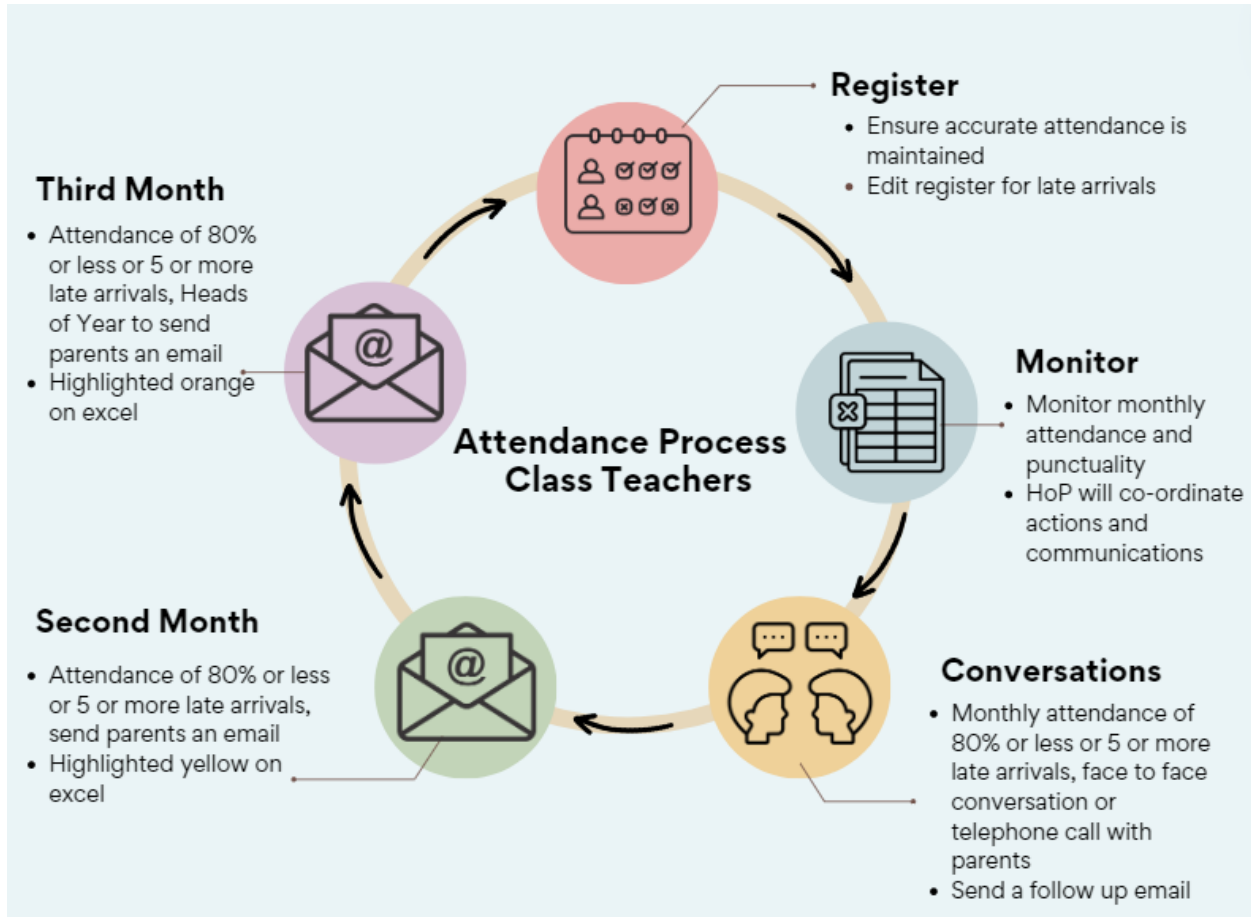
- A meeting will be arranged between the student, the Assistant Principal, and the Assistant/Head of Sixth Form to discuss the attendance issue. The student may be asked to repeat Year 12 if applicable.
- The school will provide support to students struggling to maintain good attendance and work with them and their families to develop strategies to improve attendance.
- Students are responsible for tracking their own attendance and communicating with their Form Tutor if they are unable to attend a scheduled lesson or activity.

This policy is designed to support students' academic progress, promote regular attendance, and create a positive learning environment for all students.



Appendix 1

Procedure for Addressing Attendance Concerns at 98% or Below in FS and Primary



Appendix 2

Procedure for Addressing Attendance Concerns at 98% or Below in FS and Primary

ATTENDANCE PROCESS

1. Teachers keep accurate register of attendance and late arrivals, monitor daily attendance and follow up promptly with parents. Reach out to parents after two or more days absent. Teachers to speak to AO to check if a medical note has been given. Attendance Officer is responsible for first day calling and seeking medical notes using LearnOS and letter proformas. Ensure accurate register of attendance is maintained and up to date.
2. Attendance Officer prepares monthly Attendance and Punctuality Excels in the first week of the month. Excels to be emailed to Assistant Principals (GB and RH) and Heads of Phase. Attendance Officer, APs and HoP meet



Appendix 3 – Application for Pupil Leave form

Application for Pupil Leave of Absence from School during Term Time

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

TO BE FILLED IN PRIOR TO A KNOWN ABSENCE TAKING PLACE

Primary

Secondary

Name:

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Class:			
Name(s) and classes of any siblings also requesting leave:	Sibling 1 Name:	Sibling 2 Name:	Sibling 3 Name:
	Class:	Class:	Class:
Dates student(s) will be absent from school:			
Reason for intended absence:			
I/we would formally like to request the leave of absence as shown above.			
Signed (Parent/Guardian)			
Print Name			
Date			
<i>The Leadership Team will consider your request for leave of absence using the following guidelines:</i>			
1. The child's previous attendance history			
2. The child's stage of education – note leave will not be approved during examination time			
3. The circumstances for the request of leave			
Absence authorised? (please circle)	YES	NO	
Signed (Key Stage Leader)		Date	

Appendix 4 – Application for Early Pick Up form

Application Request for Student Early Departure

Primary: _____ Secondary: _____

Full Name:	
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Class:			
Sibling 1			
Sibling 2			
Sibling 3			
Date:			Time:
Reason for Early Departure:			
Print Name			
Signed (Parent or Guardian)			
Date			

Date & time of intended early departure.
I/we formally request early pick up for the above date and time:

Child:	Sibling 1:	Sibling 2:	Sibling 2:
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Office use only
Current Attendance Percentage

Signed Primary/Secondary Leadership Team	
Date	

Early pick up authorized	Yes	No
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