

**Italia Academy of Theatre Arts**  
**Attendance and Punctuality Policy**

## **OVERVIEW**

The school aims to ensure that all pupils attend regularly so that they are able to take full advantage of the educational opportunities available to them. Unauthorised absence is discouraged as it leads to educational disadvantage and may place children at risk.

### **Parents**

Parents have a legal duty to send their children to school regularly and risk prosecution by their Local Authority if they fail in this duty. Only **the school**, within the context of the law, can approve absence, not parents.

- on the first day of a pupil's absence from school, parents or carers are expected to contact the school office, by telephone, giving a reason for the absence and a date when their child is expected to return to school;
- on a pupil's return to school parents should provide him/her with a letter to explain the absence;
- parents should attempt to arrange appointments for their children outside school time whenever possible;
- when the appointment is local, the pupil will be expected to attend school before and/or after the appointment;
- parents should understand that it is not a good idea to take a family holiday during school time. However, if they do, they should be advised that holidays of longer than two weeks will be recorded as unauthorised absence;
- parents should write asking for permission for time off school, prior to the event;

### **Pupils**

Strategies/Procedures:

Each pupil should make every effort to attend school regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.

All pupils should ensure that they are in their form room/assembly by 8.45am and Year 11 pupils should be in assembly by 8.30am each day.

Pupils must also attend all timetabled lessons punctually and not leave school without permission from the Head Teacher. Pupils who truant will be placed on report and their parents will be informed.

The Head Teacher and lead tutor is responsible for recording attendance at the start of each morning and at the end of each afternoon session and for recording reasons

for absence.

The register should be marked at 8.45am unless otherwise instructed. Anyone not in the room at those times must be marked absent.

Registers are legal document and must be marked clearly and accurately. No pupil should mark a register. (If a tutor is late, the form should attend assembly where they will be registered).

All entries must be made in ink and in such a manner that the original entries and any corrections are distinguishable. Use an oblique stroke in black or blue to record presence and a 0 to record absence. The following symbols should be used to indicate authorised absence in each absence circle upon receipt of authorisation:

|          |   |          |                                    |
|----------|---|----------|------------------------------------|
| <i>B</i> | <i>Receiving education offsite</i>  | <i>H</i> | <i>Annual Family Holiday</i>       |
| <i>C</i> | <i>Other circumstances (to be specified in space provided at the end of the week)</i> | <i>I</i> | <i>Attending interview</i>         |
| <i>E</i> | <i>Excluded for a fixed or indefinite time</i>  | <i>M</i> | <i>Medical/dental</i>              |
| <i>L</i> | <i>Arrived Late</i>   | <i>P</i> | <i>Approved sporting activity</i>  |
| <i>O</i> | <i>Absent without authorisation</i>   | <i>R</i> | <i>Day of religious observance</i> |
| <i>V</i> | <i>Educational Visit</i>  | <i>S</i> | <i>Sickness</i>                    |
| <i>X</i> | <i>Truanted</i>   | <i>W</i> | <i>Work Experience</i>             |

Other authorised absences include sickness, taking part in a licensed performance, leave granted by the Head Teacher (authorised to do so by the SMT) and the death of a close relative.

The school will generally consider the following reasons to be unauthorised absence, even if supported by a letter from a parent, unless there are exceptional circumstances; minding the house, looking after siblings, shopping, caring for parents and birthdays.

On receipt of a note explaining an absence the tutor should sign it and pass it to the Head Teacher for filing. In addition, tutors are responsible for:

- Informing the office on the first day of a pupils absence so that a reason for the absence can be established
- Sending home a reminder when a pupil returns to school with no absence letter
- Informing Head Teacher when an absence note hasn't been received, a week after returning to school
- Reminding pupils who have been absent that they will need to copy up missed work
- Informing the Head Teacher of any frequent absences

#### Office Staff

On receipt of telephone messages concerning an absent pupil, give a written copy to/ or email the tutor and Head Teacher.

Check registers daily for absences, telephoning parents when an absence hasn't been accounted for (X in register)

Telephone parents on the first day of unauthorised absence as soon as possible (note in register)

Where no contact can be made with parents inform the Head Teacher who will:

attempt to make contact with the parents

File absence notes

### **Head Teacher**

Check registers weekly for overview of attendance problems and to check that tutors are monitoring pupil attendance.

Discuss attendance problems with welfare officer at least weekly to share information

Where attendance is a cause for concern take relevant action e.g. telephone parents to discuss problem or write if unable to communicate by telephone. If attendance does not improve, request parents attend school for a meeting with the Head Teacher, tutor and pupil.

Each month, check registers for unexplained absences, contact parents for an explanation

Will organise letters to parents of pupils whose attendance is unsatisfactory (below 90%) and will follow up parental queries and those from whom no reply slip is received.

When truancy is discovered Head Teacher will:

Discuss the reasons with the pupil offering learning support etc if necessary

Place the pupil on report for two weeks

Inform the parents the same day

Inform the tutor

Enter X in register

### **Academic and Vocational Teachers**

Follow up suspicious absences by checking form register, informing tutor and Head Teacher of any discrepancies immediately. Query persistent or request absences with tutor to ensure that it is not selective truancy.

Support pupils who have been absent in making up missed work; Have a positive attitude to returnees.

Headteacher to monitor attendance by way of regular meetings with Safeguarding lead and termly reports with the tutor team.

### **Punctuality**

The school recognises its responsibility to encourage and expect punctuality from all pupils. This includes arrival at registrations, lessons and other appointments made with staff. A pupil arriving late may disrupt not only their own continuity of learning but also that of others. All pupils and parents will be clearly informed of expectations regarding punctuality and teaching staff will endeavour to set a good example in their own time-keeping.

Parents have a duty to ensure that their child leaves home with enough time to arrive at school punctually. If parents know, in advance, that their child will be arriving late to school, they should provide a note of explanation.

Pupils are late if they are not in room 52 or in their tutor base by 8.45am. Pupils who

know that they will be arriving at school late should bring a note from their parents containing an explanation whenever possible or contact the school.

A pupil arriving after 8.50am will complete the late sheet on the 3<sup>rd</sup> floor, where they will sign in the time they've arrived to school, giving a reason for the lateness. A late slip will be issued. It will be handed to the pupil at afternoon registration and must be taken home and signed by parents before being returned to the tutor.

Pupils will be given a detention after school for their third late arrival in one half term. The detention will last one hour. Pupils who fail to attend late detentions or continue to arrive late, despite having been placed in detention will be reported to the Head Teacher who will take further action.

If a pupil has difficulty arriving at school on time due to unavoidable home circumstances, they should discuss the problem with their tutor or Head Teacher

#### Tutors

- Will mark a pupil absent without authorisation if they have not arrived at registration by 8.45a.m.
- Will query any late arrivals with pupils, asking for a reason. If there is a problem, tutors will inform the Head Teacher.
- Will give any late slips to pupils at afternoon registration and ensure that they are returned, signed by a parent, the next day. The signed late slip should then be returned to the Head Teacher.
- Should keep a check on lateness and liaise with the Head Teacher to ensure that any pupil who is late once a week, on a regular basis, is placed in detention for one hour after school
- Should be aware of any pupil who arrives late but avoids signing in on the 3<sup>rd</sup> floor.
- Will inform the pupil when they have to attend late detention by placing a note in their Homework Diary.

#### Head Teacher

- Will deal with individual cases of poor punctuality amongst sixth formers as appropriate.

#### Office Staff

- Will supervise the signing in of pupils arriving after 8.45am
- Will ensure that the pupil signs on the late sheet, giving a reason and the time of arrival.
- Will notify the Head Teacher via email and phone of train delays or pupils who have called in late.

#### Subject Teachers

- Will record the late arrival of pupils in their subject registers
- Will ask to see homework diaries to see if there is a message to explain the late arrival. If there is no message, teachers should sign the homework diary noting the time of arrival
- Should ensure that those arriving late make up the time and copy up missed

work.

## **ATTENDANCE AND PUNCTUALITY**

### Head Teacher

- Will check registers weekly, noting pupils who are arriving late
- Will organise a letter to parents informing them of their child's lateness and follow up those from whom no reply slip is received
- Will follow up the lateness problems of any pupils referred by tutors, taking appropriate action e.g. formal meeting with pupil to discuss reasons for lateness, followed by punishment or liaison with parents (if it seems to be the result of home circumstances) as appropriate.

The Head Teacher overall will monitor lateness.

*This policy will be reviewed once a year*