Tenby Schools, Tropicana Aman

Whole School Policy

Policy	TTA Attendance & Punctuality Policy			
Approval Date	August 2023	**Next Review**	August 2024	
Review Cycle	12 months			
Scope	**Whole Group**	☐	**Whole School**	√
	International Primary	☐	**International Secondary**	☐
Ownership	Tenby Schools, TTA	**Approved by**	TTA SLT	

1. Attendance Vision and Purpose:
Our School values are the key driving force for all policies and procedures at TTA.

Our vision is:
A United World At Peace - Through Education.

Our mission is to enable the whole community to:
- achieve their full potential for academic excellence and achievements in sports and the arts
- develop the values of compassion, responsibility and integrity
- become effective communicators, creative thinkers and independent learners
- encourage the values of cultural diversity and acceptance of others different from oneself
- promote the values of democracy, equality before the law and respect for The Universal Declaration of Human Rights and international understanding for a peaceful world.

Our core values highlight:
- Education matters, it is central to all that we do
- International mindedness
- Lifelong learning
- Respect
- Sensitivity to cultural diversity
- Effective communication.

We believe that this policy is key to achieving our core values and mission statement.

The community at TTA is committed to providing a safe and supportive learning environment for all students. We aim to inspire all students and strive for excellence in all areas of our provision. Excellent standards in attendance and punctuality play a key factor in achieving this vision. TTA expects, whenever possible, students to attend school for the full school day, and every day to ensure they have access to and be able to participate and engage fully in all aspects of school life. Our attendance policy aims to clarify expectations for students, parents, staff and the wider community and ensure that we have a clear and shared vision and understanding of procedures.

To ensure high expectations for all students, we are committed to:
- promoting the key messages of every day counts and every lesson matters;
- provide a safe, healthy, challenging and supportive environment so that all students want to be in school every day;
- supporting individual students who struggle to maintain high levels of attendance;
- monitoring and communicating with parents, and cooperating with parents to implement strategies to improve regular school attendance;
- promoting the belief that truanting can place a student in unsafe situations and impact on their future employability and life choices;
- promoting the belief that attendance at school is the responsibility of everyone in the community;
- investigating reasons why some students are not able to maintain high levels of attendance and provide pastoral structures to tackle issues (such as poor sleep habits, dependency on and abuse of technology, bullying etc).

The aims of TTA's attendance policy are to:
- achieve high standards in attendance and punctuality;
- support student engagement in learning;

- engender a positive attitude to school;
- clarify procedures for absences and lateness;
- clarify implications if, after support, a student's attendance/ punctuality record does not improve.

The following is taken from the Parent Handbook:

Regular attendance at school ensures that a student receives full benefit from his or her education and establishes a responsible attitude towards his/her commitments.

There is significant research on the impact of attendance on pupils' overall academic performance and personal development. We ask that parents support attendance at school wherever possible. Please avoid scheduling non-emergency medical or dental appointments during school hours and please do not take children on holiday during the school term. Frequent absences can result in the student falling behind - perhaps seriously - in his/her studies and/or missing key assessments.

Regular daily attendance is essential if students are to achieve their potential. Parents who are aware of such future absences should inform the class teacher/tutor and seek permission from the Campus Principal / Heads of School as far in advance as possible. Support will be given to parents and students if there are attendance issues. If these support mechanisms fail, and students are unable to achieve the standards required to enter the next year's group due to poor attendance, the following actions make take place at the discretion of the Headteacher:
- The student will be asked to repeat the year
- The student may be asked to withdraw from the school.

Please note that it is not school policy to provide work for students who are absent. Parents will receive notification of the attendance and punctuality figures in all progress and full reports.

2. Attendance Targets 2022/2023:
- For 90% of the school to achieve > 95% attendance
- For 100% of the school to achieve >90% attendance

3. Roles and Responsibilities:
Parents are responsible for the child's regular and punctual attendance at school. Each class teacher and form tutor will keep an accurate daily record of the attendance of all students. In line with safeguarding procedures, class teachers / administrative support will communicate with parents in the first instance to ensure all absences are verified.

Teaching staff must maintain an accurate and daily register in every lesson. Teachers must report students missing from their lessons using procedures outlined in the staff handbook.

Class teachers and form tutors will monitor attendance weekly, and address concerns in their year groups. Patterns and persistent issues need to be reported to Key Stage Leaders. Key Stage Leaders and a designated Pastoral Leader have the overall responsibility to ensure high levels of attendance and punctuality and address persistent issues highlighted by teaching staff. They will monitor attendance monthly and address issues in a year group or designated pastoral meetings. Key Stage Leaders and the Pastoral Lead will report to the Heads of School and Campus Principal on attendance.

4.   Definitions:
a)   Authorised absence:
This is an absence accepted as legitimate by the school and recorded as an authorised absence in the attendance register. The following reasons for failure to attend lessons may be treated as authorised absences:
i.   sickness or any unavoidable cause;
ii.   a day exclusively set apart for religious observance by the religious body to which his or her parents belong
iii.   school trips locally or abroad; other school events or national/ international competitions requiring leave from lessons; iv. family bereavement;
iv.   leave granted by the Campus Principal / Heads of School.

b)   Unauthorised absence:
This is an absence not authorised by the Campus Principal / Heads of School, which will be recorded as such in the school's attendance registers. The school cannot prevent parents from withdrawing their children from school sessions but is under no obligation to accept a simple expression of parental wishes as constituting authority for absence. The recording of an absence as authorised or unauthorised is at the discretion of the Campus Principal / Heads of School.

The following is a non-exhaustive list of the types of absences which will be, or are likely to be, recorded as unauthorised if parents withdraw their children from lessons without the support of the school:
i.   extensions of family holidays at the beginnings and ends of terms or extensions of half-term breaks and other short closures;
ii.   family holidays in the middle of a term or half-term;
iii.   family occasions and celebrations which could be arranged within school holiday times;
iv.   accompanying siblings or other family members on non-essential or non-emergency trips or outings;
v.   other types of absence the Campus Principal / Heads of School deems to be non-essential or avoidable.

c)   Truancy:
This is the wilful absence from school activities by a student, without the school and the parent's explicit authorisation. All forms of truancy will be automatically recorded as unauthorised absence. The school is obliged to report the total percentage of unauthorised absences, and occasions of truancy, in all reports and references (such as those required by universities and other schools).

5.   Procedures for Reporting Unforeseen Absence:
Our school has procedures in place for recording attendance. Each morning, students are registered by their form tutor and an absence list is available to staff. Teachers should cross-check this list with their individual class registers for each lesson and follow procedures for reporting a missing student which is published in the staff handbook.

Issue	Reason	Action by		Timescale
Unauthorised/ unforeseen absence	Unknown	Form tutor Class teacher	Email parent Telephone home	1st day of absence
	Illness	Parent	Email class teacher/form tutor to notify of illness	1st day of absence

| | | | Provide a note on the child's return to school (if the child has been absent for 1-5 days). | When the student returns to school. |
| | | | Parent | Parent Contact class teacher/form tutor. | After 5 days of illness |

Please note:
- Students must return to school with a note or email from their parents to the Tutor certifying their absence and, for the purposes of our records, giving a brief explanation of the reasons for the absence. The school will give all parental notes/emails due regard and respect but is under no obligation to accept a note as the basis for recording an absence as authorised. The school reserves the right to ask for further information or for medical certificates to support the note where this would be helpful. The school may ask for medical certificates to support absence notes for illness (particularly three days before public examination or coursework deadlines, this may be requested by the examination boards) and in the three days at the beginning and end of terms and other holiday periods). Absences which are not covered by a valid note and/or medical certificate will sit on the record as unauthorised absences.
- Students are expected to catch up with any missed work during an absence. For extended absences due to ill health (or any other authorised absences by the HoS/Campus Principal), the school will continue to provide work if the absence has been authorised (and verified if requested) and if outlined procedures are followed.
- The school will not provide or facilitate work for unauthorised absences, or for students suspended from school.

6. Procedures for Reporting Unforeseen Absence:
Where parents can foresee an absence, they should apply in writing to the Campus Principal / Heads of School. The specific nature of the absence and some explanation to support the application is necessary. The application will be considered on its merits and authorised or not as the case may be.

a) Family Holidays
Absence for family holidays is discouraged and work will not be provided.

b) External sporting competitions and other Extra Curricular events (not provided by the school):
TTA recognises that many of our students are involved in and are committed to sporting and wider curricular events beyond the school. Requests for absences to attend training/ practices or competitions will be considered individually. In all cases, the student's academic profile and attendance records will be taken into account when making a decision to authorise an extended leave.

7. Early Release of Students
The school staff shall not release a student during the school day to any person not authorised by the student's parent. The burden of proof that the release is authorised is on the person receiving the student. The adult collecting the child must follow the 'signing out' procedure.

7.1 Procedures for Early Release:
a) Parents must provide an email to the class teacher/form tutor if they wish their child to be released early (to attend a medical appointment, for example).
b) Class teacher/form tutor will notify the front desk of authorised early release.
c) If a student is ill during the school day, the school nurse may provide an Early Release Notice for the front desk. In all cases, the school nurse will contact the home before the child is allowed to go home to clarify who will collect the child.
d) The following staff are authorised to issue an 'Early Release Form': HoY, HoK, SLT. Children who normally go home on the school bus will not be allowed to go any other way unless the school has been notified in advance by the parent.

8. Monitoring of Attendance:

If a student's monthly attendance falls below 95% (or the number of days specified below), parents will be contacted by the Head of Year (HoY), via a letter to express concern. If there is no subsequent improvement or if the attendance figure is below 90% at the first attendance check of the year (or the number of days specified below), parents will be asked to attend a meeting with the relevant Head of Key Stage (HoK). The Head of Key Stage will meet with parents if attendance shows no sign of improvement. Attendance letters are issued on a monthly basis after a review of the figures by class teachers/form tutors, Key Stage Leaders and the Pastoral Leader.

Our aim is always to support the student to ensure they can maintain high levels of attendance. An action plan may be necessary in extreme cases to secure improvement.

For students whose attendance is below 85%, the Key Stage Leaders / Pastoral Leader may give authorisation to:
- Provide a programme of additional classes after school or at weekends to ensure work is up to date.
- Review of students' academic loading at KS4 and 5: including withdrawing them from examinations for some subjects.
- Limiting participation in sporting and other extracurricular events, including withdrawing from trips.
- an extreme cases, where attendance continues to be a concern, and there is evidence of lack of progress/ improvement and falls below 80%, the school reserves the right to ask the student to repeat the year or ask parents to withdraw the child from school (Level 5).

Level	Number of absent days	Action	By
1	8 days in a term or below 90%	Email home and Meet with parents	Class teacher / Form tutor
2	10 days + in a term or below 85% and/ or + consistent/ lack of improvement	Email home and meet with parents	Key Stage Leader / Pastoral Lead
3	Attendance is between 85%-90% no improvement	Meeting with parents	Heads of School
4	Continued unauthorised absence, truancy; below 85%	Meeting with parents	Campus Principal

9. Celebrating and recognising excellence in attendance and punctuality
- Recorded and celebrated in student reports.
- Class and individual rewards

10. Punctuality
10.1 Aims: to achieve high student punctuality
- To support student engagement in learning
- To engender a positive attitude to school

1.10.2 Targets for 2022/23:
- For 90% of the school to achieve > 95% punctuality
- For 100% of the school to achieve >90% punctuality

1.10.3 Procedures:
a)   Monitoring of punctuality
i.   Daily by class teachers and form tutors
ii.   Weekly by Key Stage Leaders / Pastoral Leader
iii. Subject teachers will keep data on punctuality to lessons.

1.10.4
Follow-up Rewards: letter of commendation from the Head of School. Recorded and celebrated in student reports.

3 latest in month	Class teachers/form tutors contact parents by phone	See the sample in the staff handbook
5 latest in a half term	Class teachers/form tutors contact parents by email and invite them to the meeting Monitor weekly	See the sample in the staff handbook
Over 10 latest in one term	Key Stage Leaders / Pastoral Leader to contact parents and invite them to meet to go through an action plan.	See the sample in the staff handbook

1.10.5 The role of the class teacher/form tutor
One of the key aspects of the class teacher's / form tutor's role is to monitor attendance and punctuality. The class teacher/form tutor is expected to:
- Complete the register each morning.
- Update MIS (Engage) when students bring in notes for absence.
- Contact parents if students do not bring in absence notes.
- Monitor lateness - a student is considered late if they arrive after 8:00 am.
- Share appropriate attendance information with staff e.g., absence for bereavement or medical treatment.

Policy Review This policy will be reviewed by the Heads of School, in consultation with the Campus Principal annually. It can also be reviewed/amended by the school at any point, following incidents, and as deemed necessary. Latest versions of the policy will be on the school's website.