

ATTENDANCE & PUNCTUALITY POLICY 2023-2024

The Assistant Head of College responsible for Attendance & Punctuality is Michael Williams

STATEMENT

The Academy Leadership Team will:

Through the Head of College oversee, coordinate and monitor the policy and procedures for attendance and punctuality throughout the academy

Ensure that the learning environment on offer to students, through the curriculum, behaviour policy and reintegration procedures, create the foundations for excellent attendance and punctuality and low levels of

ou fixed term suspensions

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ABSENCE

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends the Academy on a⁹¹

UNEXPLAINED CONTINUOUS ABSENCE

1st Day



MONITORING, EVALUATION AND REVIEW

The academy will monitor the effectiveness of this policy through the Head of College with responsibility for attendance who will oversee the generation of attendance data, which will be analysed by year group and student group, reporting to the Academy Leadership Team where there are any key issues. The Academy Leadership Team will analyse the data to look for patterns and generate the required plans of action to improve attendance and/or punctuality, which will feature in the Academy Performance Agreement.