



# Parkwood Punctuality Policy



## Document provenance

This policy was approved as follows –

Senior Leadership Team

Date: 13.9.2022

Frequency of review: 2 years

ELT Owner: National Director of Education

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*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 2 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

### Values:

**‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.**

**School Attendance: Statutory guidance and departmental advice, DFE Aug 2016**

## Introduction

1. The Academy Attendance for Learning Policy operates within the context of the School mission statement, *‘Believe, Achieve, Succeed’*. It is the aim of the School to support every pupil to have maximum attendance and outstanding punctuality and thus to achieve their full academic and social potential through the school community. To realise this aim, the Academy will work in partnership with parents in offering pupils academic and pastoral support.
2. The policy should be implemented alongside the Department for Education guidance document ‘School Attendance’ and the School Behaviour Policy which sets out the protocols for the day to day management of behaviour, including attendance and punctuality.

## Aims

3. To provide clear guidelines about how the Academy promotes and attains high levels of pupil attendance and punctuality.
4. To ensure that all stakeholders understand the Academy’s expectations of themselves, and each other, and strive to attain them.
5. To support the mission, vision and values of E-ACT and its establishments.

## Who is responsible for this policy?

6. E-ACT has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or E-ACT framework. E-ACT has delegated day-to-day responsibility for operating the policy to Parkwood E-ACT Academy, E-ACT Ambassadors and the Principal of each Academy.

7. Senior Leadership Team at each Academy has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## Weekly Monitoring

### 1. The Attendance Officer/Head of Year will review the weekly attendance and punctuality data and:

- Produce weekly attendance and punctuality data for Progress Teams/Form Tutors/Class Teachers/Subject Leaders and SLT.
- Display weekly data on attendance and punctuality in prominent place visible to pupils.
- Issue an appropriate sanction to a pupil who has been late more than once (e.g. a detention) and inform parents if appropriate.
- Contact parents by telephone to inform them of the Academy's concerns regarding attendance and punctuality, particularly if there are trends to absence or lateness.

### 1.1 Punctuality Monitoring:

- Parkwood E-ACT Academy will close the main gate at 8.30am to ensure that all students within the site grounds are safeguarded.
- All students, depending on the year group arrival time, should be on site before registration to ensure that they are registered before morning registration closes.
- School starts at 8:30am. Students arriving after this time will receive a same day detention.
- The attendance register will be taken during form time AM at 8.30am and close at 9.00am and PM 12.15pm and close at 12.30pm.
- Students are late before the close of registration will receive an **L mark** on their register, if they arrive after 8.30am for AM registration and after 12.15pm for PM registration they will receive a 30-minute detention for poor punctuality.
- Students who arrive late after the close of registers (AM – 9.00am / PM 12.30pm) will receive a **U code** on their register and that session will be classed as an unauthorised absence affecting the students school attendance and also resulting in a 30-minute detention.
- Students who arrive after the main gates close will enter via reception and will be greeted by the Attendance Team until 8:45am. All Students must sign in late via inventory via to coming in to going to their lesson and not allowed in the building prior.
- Students who sign in late will be issued with a 30-minute lateness detention for not being **Ready** unless a valid explanation has been received from parent/ carer. This will be served by the form tutor for the same day.
- **Attendance team** will provide all correct data to staff members and send out an absence text to parents by 9:15am followed by a lateness text for all students who are late on each school day.
- **Progress Teams** will follow up and issue appropriate support /sanctions for students who are late for AM/PM registration

- **Subject Teachers / Form Tutors** will follow up and issue appropriate support /sanctions for students who are late for AM/PM registration
- All actions and concerns around Punctuality will be logged via CPOMS
- Students and their families will be listed to regarding any issues or concern which affect school punctuality
- Punctuality will be tracked weekly by the Attendance Team and weekly reports will be issued to all staff who will ensure that the following is completed;
  - **Level 1 - 3 times** of lateness in one half-term will result in a phone call from your Form Tutor.
  - **Level 2- 6 times** of lateness in one half-term will result in a phone call from your Progress Manager.
  - **Level 3 - 9 times** of lateness in one half-term will result in a Punctuality Warning Letter – issued by the Attendance Team.
  - **Level 10 - 12 times** of lateness in one half-term will result in a ‘Punctuality Review Meeting’ – led by your Progress Lead. A home visit will be conducted if this meeting is not attended.
  - **Level 5 - 15 times** of lateness in one half-term will result in further intervention by the SLT member link to your year group and the SLT member responsible for Attendance for Learning.
  - **Level 6** - Further instances of lateness within one half-term will result in a referral to Attendance and Inclusion Team LA by Attendance Manager /Attendance Lead
- This cycle will restart every half-term to ensure students and parents have the opportunity to improve their attendance and punctuality and to demonstrate that appropriate interventions and support are having a positive impact.
- Each level is to be viewed as a supportive process to ensure that we as an Academy can work collaboratively with you to remove any barriers to attendance and punctuality.

**1.2 Rewarding Attendance and Punctuality:** Children who are persistently late miss a significant amount of learning, often the most important aspect, is the beginning of the day is where the teacher explains the learning and what each child is expected to achieve. Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. Each Academy will have appropriate sanctions in place where there is persistent lateness to lesson and at the start of the Academy day.

### **1.3 Rewarding Attendance and Punctuality:**

#### **Form tutors will:**

- Celebrate weekly those students who have achieved 100% attendance.
- Celebrate weekly those students who most improved their attendance.
- Positive phone calls to those students who have achieved 100% attendance within their tutor group.
- Present students with certificates achieving 97% 100% and most improved

#### **Progress Teams will:**

- Each term - Issue appropriate rewards to those students who have achieved 97% or above attendance or most improved attendance over the course of a term, this may include

vouchers, lunchtime queue jumps, Hot Chocolate Friday celebrations, extra-curricular activities, in-school experiences and external trips.

- Positive phone calls to those students who have achieved 100% attendance within their tutor group.

**SLT will:**

- Celebrate in the success of students who achieved 100% attendance over the course of a year.
- Positive phone calls home to thank parents for their continued commitment to support the Academy with our Attendance for Learning policy.