

# Pupil Friendly Attendance Policy

## Why Do We Have an Attendance Policy?

In England, schools must follow the law. The law for school attendance is ***The School Attendance (Pupil Registration) (England) Regulations 2024*** and it says we must have an Attendance Policy and take a register twice a day, once in the morning and again in the afternoon.

This policy explains why coming to school is important and what happens if you don't attend. It also tells you how we will help you and your family to make sure you can come to school and learn.

Another law that must be followed is ***The Education Act 1996*** which says that all parents or adults that live with children must make sure their children (5-16 years old) go to school or access education in another way.

## Why is Attending School Important?

- **Learning:** School helps you learn important skills like reading, writing, and math that you need for when you are an adult.
- **Friends:** You get to make friends and play/hang out with them.
- **Future:** It helps you prepare for your future, so you can do any job you want.
- **Skills:** You learn skills that make being an adult easier, like understanding the world around you.

## What if you are late for school?

- **Register:** You must attend every registration session unless an alternative arrangement has been agreed with a member of staff.
- **Late:** If you arrive after the register has been taken, but before the register closes, you will be marked as 'Late' (be careful as you may get a consequence for this).
- **Absent:** If you arrive after the register has closed (the time will be set by the school) we must record you as **absent** meaning you do not get the credit for being there (you will be added to the late register though, so if there was an emergency, we know you are in school).

## What Happens If You Don't Attend School?

- **Missing Out:** You might miss important lessons and fun activities that would make it easier and happier to be in school.
- **Help:** If you're not at school, we will talk to your family to see how we can help you come back.
- **Trouble:** If you miss too much school without a good reason, your family might have to pay a fine or go to court – we want to stop that happening!

## How Do We Look After You?

- **Check:** If you're not at school, we will call your family to make sure you're okay.
- **Visit:** Sometimes, we might visit your home to see how we can help.
- **Notice Patterns:** We look for patterns in your attendance to see if you need help to be in school more regularly.

## How Will We Help You?

- **Support:** We will help you to learn and attend, especially if you find school hard or if you're feeling unwell.
- **Safe:** We want to help you feel safe and happy at school, talking to you helps us do this but please let us know if you have anything you feel unsafe about.
- **Senior Attendance Champion:** This person helps everyone in school notice if you are absent and help them to help you to come to school with the support you need.

## What if you're unwell?

- **Sometimes:** It's okay to miss school if you're very unwell. We will help you return to school once you are better.
- **Most of the time:** Even if you're not feeling 100%, you can often still come to school, and we can support you to do this by making some changes if needed.

## How Do You Know If Your Attendance is a Concern?

- **Patterns:** If you miss 10 school sessions (a morning or afternoon) within 10 weeks (which could be 5 whole days in a row, or 5 days spread over a few weeks, or 10 half days) we will start to be concerned.
- **Talk:** We will talk to your family about what help is required to improve your attendance. Your teacher/tutor may talk to you too if you are old enough and your parents may receive letters telling them we are worried.
- **Persistent Absentee:** The above means you will be classed as persistently absent as you will have missed 10% of school time, which may mean you need help to catch up with your work.
- **Severe Absentee:** If you miss 50% of school time, you will be classed as severely absent which is very worrying and you may need lots of extra help to learn.

## What Can You Do About It?

- **Talk to Us:** Tell an adult at school if you're finding it hard to come to school.
- **Use the Help:** We can help you and your family get support from doctors or other professionals if you're unwell or if you or your family need other types of support – but you need to make use of it for it to help – keep an open mind and try things 😊
- **Plan:** We can make a plan together to help you to feel less worried and come to school more often.

## Tips for Improving Attendance

- **Routine:** Try to go to bed and wake up at the same time every day. Did you know a teenager's brain and body needs at least 10hrs sleep per night?
- **Prepare:** Get your school things ready the night before and don't use your phone or games console within 1-2hrs of going to bed (it stops you sleeping).
- **Talk:** Let someone know if you're worried about anything at school, there is almost always something we can do to help you.

## Recognition for Good Attendance

- **Certificates:** You can earn certificates of recognition for either having good attendance or making lots of effort to have it.
- **Positive Points:** You can earn points for your class, house or team – points mean prizes!
- **Activities:** Fun activities are often used as rewards for trying hard to improve your attendance level or for groups of children who achieve good attendance.
- **Well Done:** A special conversation to say well done!
- **BIGGEST REWARD:** You make the most of all the opportunities school can bring you and see your friends daily so you can feel proud of yourself for your determination, grit and resilience. Your future YOU will thank you for it when you are an adult, we promise!

**Your voice** as a pupil at one of our academies is important to us.

If you have any feedback on this policy (maybe suggestions of other positives that coming to school can give that we have missed out or other help or support that you'd like to see in place) let us know.

**Together**, with communication, we can make sure that school is a good place to be!