



the ST LAWRENCE academy

Attendance & Punctuality

1. AIMS

The Academy and Education Welfare Service firmly believe that good attendance and punctuality are essential if students are to achieve their full potential, both academically and socially. This is reinforced with the students and parents/carers during the admission arrangements.

The Academy and Education Welfare Service are committed to practices that aim to encourage the parents/carers, students, staff and the Education Welfare Officer to foster good attendance.

It is firmly believed that effective means of encouraging good attendance can have a preventive effect on absenteeism.

Achievement Team Leaders, Student Progress Leaders, Form Tutors, Student Services and the Education Welfare Officer will:

- a Make it clear to their students at every opportunity how much they care about their attendance at the academy.
- b Take care with registration and the follow-up of absentees. The Form Tutor must ensure that their students know that every student, class, year and house should aim for 100% attendance. (aspirational!)
- c Welcome and give support to students returning from a period of absence – even if they are regular absentees and/or present other difficulties.
- d Be ready to talk to students about difficulties they are having in the academy and in attending regularly.
- e Remind parent/carers of their responsibility regarding attendance and punctuality and offer help to resolve difficulties they may be having in fulfilling this responsibility.

2. ENCOURAGING GOOD ATTENDANCE

- a The Education Welfare Officer will prepare contributions for relevant documents reinforcing and emphasising the importance of parents/carers responsibilities. S/he will also indicate the nature of support Education Welfare Service can offer.
- b The Education Welfare Officer will also prepare special leaflets to inform parents/carers/students about the Education Welfare Service in general, and attendance in particular.

- c The Education Welfare Officer will be invited to attend, and when appropriate, to make a contribution, to parents/carers evenings and the induction of new staff/students.
- d The Education Welfare Officer will be prepared to be invited to speak to tutor groups during PSHE/tutor time.
- e The Education Welfare Officer will ensure that written information about her/his role and function will be made available to individual staff. S/he will be prepared to speak to appropriate groups of staff in response to perceived needs of staff groups.
- f The Education Welfare Officer will offer counselling to students on a regular basis at the request of the Achievement Team Leader and Student Services Manager.

3. **INCENTIVES FOR GOOD ATTENDANCE AND PUNCTUALITY**

Students should be given the incentives to attend regularly and punctually. These could take the form of:

- a Personal comments from Form Tutors, Subject Teachers and Achievement Team Leaders to encourage good attendance and punctuality.
- b Congratulations in assemblies for forms achieving 100% attendance in a week.
- c Displaying attendance statistics on a main notice board highlighting the forms achieving the highest percentage each.
- d Letters to parents/carers from the ATL/SPL/Education Welfare Officer when attendance or punctuality improves.
- e Certificates for 100% attendance and/or punctuality in a full term presented by the ATL or House Leader in Year/House assembly.
- f Certificates for 100% attendance and/or punctuality over a year presented at full assembly by the Principal or Vice Principal.
- g Rewards for outstanding attendance and/or punctuality presented at a Special Assembly/Celebration Evening.

Within the academy we strive to create a learning environment, curriculum, experiences and relationships in which all individuals can find expression, be nourished and developed.

The academy commits itself to creating an environment for everyone that is characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. These values have been used to determine this policy.

Review

In order to ensure that it reflects current best practice, this policy will be reviewed every 3 years.

The next review date is: June 2018