



The Academy is committed to excellent Safeguarding

Hope, Kindness, Courage, Integrity, Trust, Respect and Responsibility.

PUNCTUALITY POLICY (STUDENTS)

Policy Date: May 2008 Last updated: May 2018

Review due: May 2021

Committee responsible: SEND - SIMG

Where it came from: Sharon Marshall

Academy Context

This larger than average 11-19 Academy is built into a hill within a rural isolated area. Around half of the students come from the local town but the remainder travel some distance to the Academy. Much of the local employment is seasonal. Almost all the students are White British. The proportion of students with learning difficulties and/or disabilities is lower than that seen nationally, the largest proportion of these students having emotional, behavioural and social, moderate learning and specific learning difficulties such as dyslexia. We serve and support our community providing a child-centred education that reflects Christian values. Respecting the dignity and potential of each individual person and sensitive to the needs of a diverse society, we strive to enhance and strengthen our values:

- Hope
- Kindness
- Courage
- Integrity
- Trust
- Respect
- Responsibility

These values are central to our school and the way in which we model behaviour. There is a learning support unit (LSU) within the college and a Local Additional Provision (HUB) that students with a variety of needs can access.

Aims and Values

We are committed to the highest standards of academic excellence and pastoral support; we are dedicated to providing the best possible education for all our students by developing the knowledge, understanding and skills essential for learning and leading a fulfilled life.

The staff of The Ilfracombe Academy are committed, in partnership with the parents, pupils, governors, the Local Education Authority, to building a school which promotes excellence for all within the context of a caring and supportive environment. Punctuality is a shared responsibility.

- The school staff, alongside the LEA, firmly believe regular attendance is essential. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.
- We also believe that punctuality for statutory registration and therefore tutorial and assemblies is vitally important. The tutorial programme is designed to support students in their learning and is also the time of day when the school

fulfils its obligations under the collective act of worship through either reflections or a structured Assembly.

- Punctuality to lessons is vital to ensure a prompt start to learning for all students and for good order throughout the school during the day.

This policy should be read in conjunction with the school's attendance policy, Home School Agreement and protocols regarding post 16 attendance.

We expect the following from all our **students**:

- That they attend school regularly.
- That they are punctual for their morning tutorial and also for all their lessons.
- That they inform their tutor or any other member of staff, of any reason which may account for them being late for either statutory registration or lessons.

We expect the following from **parents/carers**:

- That they encourage and support their children in being punctual.
- That they ensure that they inform the school of any reason that their child may be unavoidably late.
- That they will contact the appropriate member of staff to discuss in confidence any problem that may prevent their child from being punctual on a regular basis.

Parents and students can expect the following from **the school**:

- Efficient and accurate recording of punctuality and attendance by tutors and teachers (through the use of class charts)
- Contact from the school when a child is regularly late for statutory registration or lessons where there is not good reason
- Warning of any action that may be taken as a result of the above (ranging from detentions to Fast Track procedures).
- Immediate and confidential action on a problem, which prevents a child from being punctual
- Praise and acknowledgement for excellent attendance and punctuality.
- A high quality of education.

The Headteacher will oversee the whole policy

- She is responsible for reporting issues to the Governing Body.

Deputy Headteacher is responsible for the operation of the attendance and punctuality system/ the collation of attendance and punctuality data. He will

- liaise with the HOYs, and pastoral coordinators on a regular basis.
- liaise in conjunction with the administrator responsible for attendance, the attendance administrator and the EWO

Attendance Administrator working with the Pastoral Coordinators:

- Will inform Senior Leadership Team of all matters concerning the monitoring of punctuality through the production of appropriate data.

- Initiate the sending of warning letters.
- Refer students to the EWO as necessary.
- Produce data for use by learning mentors and tutors
- Monitor students whose attendance is beginning to cause concern.

Heads of Year:

- Will monitor the registration process of tutors in conjunction with the attendance administrator.
- Reinforce good practice regarding the accurate recording at tutor meetings of lateness.
- Liaise with their assistants on a weekly basis to discuss specific students
- Attend meetings with EWO's and parents as/when necessary
- Ensure that sanctions are enforced

The Form Tutor should complete registers accurately and on time

- Promote the importance of full attendance.
- Promote punctuality and record lateness accurately on Sims
- In conjunction with the Head of Year impose appropriate sanctions on students arriving late to registrations without good reason.

The Class Teacher should complete registers accurately and on time

- Record lateness via class charts
- Report to the appropriate head of year students who are persistently late to lessons.

The Governors

- Governor(s) may be given a specific role/interest in monitoring attendance and punctuality and/or policies.
- Governors may have a role to play through representation on school attendance panels and at parent's evenings etc.
- Request regular attendance and punctuality progress reports for Governors' Meetings.

Parents should contact the school, before 10.00am on the first day of absence and leave a message on the answer phone if they are unable to speak to somebody.

- Support the school in ensuring that the child is a regular school attender.
- Support the school in ensuring punctuality for statutory registration and also for lessons
- Ensure that the child arrives at school well prepared for the school day with the correct equipment and homework completed.
- Contact the appropriate member of staff to discuss any problems that may prevent their child from attending school.

It is parent's legal responsibility **to ensure** their child's regular and punctual attendance at school and the local authority after discussion with the school may choose to take further action where attendance and punctuality become a cause for concern.

POLICY HISTORY

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
Jan 2012	Updated with Heads of Year etc	L Norris	January 2012	January 2015
Jan 2015	Amendments made in line with the academy status, new roles and the home school agreement	G Hill	January 2015	January 2018
May 2018	Amendments to reflect the use of class charts as a classroom tool.	G Hill	May 2018	May 2021

Please add any information below in regards to the development of this policy.

Section	Comments / Suggestions / Amendments