



Attendance and Punctuality Policy

Aims

- To attain a high level of attendance and punctuality for all students attending Future Leaders Academy.
- To ensure attendance and punctuality are prioritised by teaching staff, students and parents.
- To ensure that pupils receive the best level of education by regular attendance and a commitment to learning.
- To maintain a good communication between home and school and staff and parents.

How Attendance is Monitored

Daily

- The attendance register is taken during the first lesson by the class teacher.

Weekly

- Class attendance is monitored each day and at the end of the week by the FLA Administrator.
- Individual attendance will monitor:
 - a) Number of absences recorded.
 - b) Patterns of poor attendance.
 - c) Improvement in attendance.
- The FLA Administrator will query absences with parents.

Termly

- Attendance and punctuality will be monitored by the FLA Administrator.

Annually

- Attendance and punctuality will be monitored by the FLA Co-ordinator / Head Teacher.
- Individual certificates and prizes will be awarded for exceptional attendance and punctuality at the end of an academic year during the FLA Presentation Day.

Extended Holiday/Leave of Absence

- 1) Pupils taken out of school during term time will be monitored by the FLA Co-ordinator / Head Teacher.
- 2) The maximum number of days of extended holiday/leave of absence is 10 days per school year.
- 3) Any pupil absent longer than one week (5 school days) should be given homework to ensure the child does not fall behind their class. It is the duty of the parent of that child to contact the main teacher of their child's class for homework.
- 4) The FLA Co-ordinator / Head Teacher will ensure that extended holiday/leave of absence has been granted and authorised.
- 5) The FLA Co-ordinator / Head Teacher will follow up any unauthorised extended holiday/leave of absence.
- 6) Pupils on unauthorised extended holiday/leave of absence will face possible suspension and/or exclusion.

Procedures for Staff to Ensure Good Attendance and Punctuality

- 1) Registers are legal documents. It is important that the staff use consistent rules and codes for registration.
- 2) The register should include the pupil's full name. Names should be recorded in alphabetical order.
- 3) Registers should be marked by class teachers using pencil with one of the following symbols:
 - / = present
 - L= Late (later than 4:05pm)
 - N= no reason
- 4) The FLA Administrator can follow up any 'N' with the following symbols:
 - M-Medical appointment (a signed letter by the parent/guardian with details of the appointment must be given to the the FLA Administrator and recorded in a file. A phone call/text from the parent is also sufficient.)

- **I**-Illness (if child leaves school feeling ill or parents inform school on the day of illness).
 - **V**-Educational visit or trip.
 - **P**-Approved sporting activity.
 - **C**-Other occasions (bereavement, agreed special occasions, other approved absences not covered by other codes).
 - **Y**-Enforced school closure (e.g. due to bad weather, burst pipe etc.).
 - **F**-Extended Family Holiday (more than 10 days, authorised).
 - **H**-Family Holiday (10 days or less, authorised).
 - **G**-Family Holiday (not authorised or days in excess of agreement).
 - **E**-Excluded.
 - **#**-School closed to pupils (e.g. INSET).
 - **X**-FLA Holidays.
- 5) The codes should be placed in the inside cover of register.
 - 6) Entries should be made in pencil. Correction fluid should not be used. Corrections should be made with blue or black ink by the FLA Administrator.
 - 7) The weekly column should be completed with dates.
 - 8) The attendance register is taken at the start of the first lesson and should be returned to the office immediately.
 - 9) Teachers should not be lenient in marking registers. Registers should be taken within the first 5 minutes of the first lesson. Pupils should not be let off even if they slightly late.
 - 10) Register totals should be kept on a daily basis by the FLA Administrator.
 - 11) The FLA Administrator should be informed by parents on the day if the child will be absent by phone or email or prior to the planned absence by a letter, phone call or email. Any absence that is not accompanied by an explanation will be followed up on the day.
 - 12) If the class teacher/office staff is uncertain about the reason for a child's absence the FLA Administrator should be informed immediately.
 - 13) Absences can only be authorised by the FLA Co-ordinator. Other teachers/office staff are not permitted to authorise absences.
 - 14) Only the FLA Co-ordinator can make changes to codes.
 - 15) Unauthorised absences are not acceptable. If an unauthorised absence is marked in the register, pupils will receive a verbal warning by FLA Administrator and parents will be called if the total of unauthorised absences exceeds 5 in one term. The parents will meet with FLA Co-ordinator and discuss the pupil's attendance and breach of the FLA-Parent Agreement. A course of action will be decided by FLA Co-ordinator.
 - 16) If a pupil is late more than twice in a week, parents will be contacted by phone, letter or email. If a pupil is consistently late (a total of 5 lates or more) in one term, a course of action will be decided by the FLA Co-ordinator / Head Teacher. Lateness is very disturbing for the child being late, teacher as well

as the resto of the class, so if the lateness does not improve, the pupil may be excluded from FLA.

- 17) If a parent is late to pick up their child for more than 10 min. (6.05pm) more than two times, (the third time) a £ 5 fine will be due (put into FLA Sadaqah box).

Improving and Maintaining Good Attendance and Punctuality

- 1) Parents are informed about the importance of good attendance and Punctuality through:
 - The FLA Open Day.
 - The initial induction meeting with parents.
 - The FLA-Parent Agreement that all parents have to sign before registering their child.
 - Regular reminders on ClassDojo.
 - By letter/phone/email in case of poor attendance and punctuality.
 - Meeting with the FLA Co-ordinator / Head Teacher in case of consistently poor attendance and punctuality especially any unauthorised absences.
- 2) Pupils are made aware of good attendance and punctuality through:
 - The initial Open Day.
 - FLA-Child Agreement that all children have to sign before registering.
 - Daily/weekly reminders by the class teacher.
 - The FLA Administrator that will follow-up any absence immediately.
 - The class with a 100% attendance at the end of the year will receive a special prize.
- 3) Individual attendance and punctuality will be monitored.
- 4) Pupils will be challenged for unexplained absence and lateness.
- 5) Parents will be contacted by phone, email or letter for unexplained absence and lateness.
- 6) Parents will be called in to meet the FLA Co-ordinator / Head Teacher to discuss consistent absences and lateness.

Extended Leave

1. FLA will kindly request parents to book holidays/leave of absence during FLA school holidays. Parents will not be given automatic entitlement to take their children out of school during term time.

2. If parents wish to book a holiday/leave of absence, a 'Holiday/Leave of Absence' request form (Appendix 1) must be completed and a meeting should be arranged with the FLA Co-ordinator / Head Teacher.
3. A 'Holiday/Leave of Absence' request form should be filled in by parents for both Family Holidays (10 days or less, authorised) and Extended Family Holidays (more than 10 days).
4. Each application/request will be dealt with individually before a final decision is reached by the FLA Co-ordinator / Head Teacher. Parents will be notified of the outcome.
5. A breach of this policy will require action against parents/child.

Reviewed and agreed by the FLA Co-ordinator / Head Teacher: January 2018.