



# ATTENDANCE POLICY

## Attendance Policy

Attendance registers are maintained at The Academy School in accordance with the School Attendance (England) (Pupil Registration) (England) Regulations 2024 and DFE guidance. The Academy School follows up all unexplained and unexpected absence in a timely manner.

The school expects all pupils to arrive at school between 7:45am and 8am when lessons begin and to be collected between 3:20pm and 3:30pm depending on class. It is very important that pupils are punctual and that pupils attend school except in exceptional circumstances such as illness or for educational reasons. All of our staff are aware of the importance of punctual attendance and will reinforce this approach with their pupils and contact with parents.

The Headmaster is responsible for the strategic approach to attendance at school ("Senior Attendance Champion") and should be contacted by the parents of a child if they wish for their child not to attend school for an extended period (more than a day). It should be noted that consent is likely to be granted only in circumstance of genuine emergency, urgent family matters or equivalent reasons. He should be contacted on [office@academyhampstead](mailto:office@academyhampstead) or by phone on 020 7435 6621. Any shorter term absence, for instance for a medical appointment or due to illness, can be requested from, or reported to, the Office at [office@academyhampstead](mailto:office@academyhampstead) or by phone on 020 7435 6621.

Teachers teaching each of the first classes of the day are responsible for completing attendance registers at the start of the morning session and these will be closed by 8:30am for the morning register. All entries are made electronically in accordance with DFE regulations. Teachers teaching each of the first classes of the afternoon are responsible for completing attendance registers at the start of the afternoon session. The register will remain open for the length of the lesson in which the register is being taken. Where absence is recorded as unexplained in the register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session. The names and details of pupils who join and leave the school will be included or deleted according to the School Attendance (England) (Pupil Registration) (England) Regulations 2024.

In summary the register will mark every pupil as:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name of the person making the amendment

The school reports the following attendance issues to the local authority: -

- 10 days of unauthorised absence
- Failure to attend regularly
- Deletion from the school register

Each attendance register will include the following information: -

- Details of the pupil's class
- Whether a pupil is present or absent on any given morning or afternoon
- Information about authorised or unauthorised absence

Bee Evans, or in her absence another nominated member of staff, is responsible for ensuring that the registers have been completed at the end of each registration session. Any absence that has not been authorised in advance by the parent is followed up with a phone call to the parent. Any safeguarding concerns will be addressed by the DSL or DDSL.

The registers are completed by the Headmaster and teachers electronically. They can be accessed quickly and easily in the event of a fire alarm or any other evacuation. In the interests of Health and Safety and the welfare of our pupils and members of staff, this arrangement is well advertised and is known to all members of staff.

The Headmaster monitors the attendance of each of the pupils and cohorts of pupils and investigates any unauthorised absence or patterns of absence that cause concern. As part of this process statistical information relating to classes, groups of pupils etc is analysed. In particular any pupil persistently absent i.e. less than 90% attendance will be fully investigated and appropriate action taken. The Headmaster will engage with the pupil and parents to determine the impediments to good attendance and to ensure an improvement. He will continue to hold regular meetings with the parents of pupils who he considers to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school. If the Headmaster has safeguarding or other concerns about the persistent absence of a child he will contact Camden social services. The Headmaster may also take disciplinary action including legal intervention if he feels this is the only way to achieve required norms of attendance. This could be in the form of nationally agreed Penalty Notices.

The school will analyse statistical information on a daily, weekly, half termly, termly and yearly basis. This information will form the basis of any intervention that the Headmaster may seek to effect in the school, including advice to teachers and parents. This data will be benchmarked against schools of similar nature as far as this is achievable.

Children should only be handed over to a parent or legal guardian unless the parent has provided the school with details of someone else who will be collecting the child. If a child is not collected the staff member should call the parents/designated carer to request that the child should be collected. If the child is not collected by the parent/designated carer and no contact can be made then after an appropriate period of time Camden Social Services should be informed.

The school actively promotes good attendance through school assemblies and discussions with parents.

Reviewed and updated by Andrew Sandars

August 2025