

Appendix 1 – Academy Information

ST. BART'S MULTI-ACADEMY TRUST

Attendance and Punctuality Policy

Academy Specific Information



This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Attendance and Punctuality Policy.

Academy:	Weston Infant and Junior Academies
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SECTION 5 – ATTENDANCE EXPECTATIONS

Academy day starts at:	8.45am (Infant R/KS1) 9.00am (Nursery) 9:00am (Junior)	Pupils expected on site by:	8.30am (Infant R/KS1) 8.45am (Nursery) 8:45am (Junior)
AM register taken at:	8.50am (Infant R/KS1) 9.05am (Nursery) 9:05am (Junior)	PM register taken at:	1:05pm

SECTION 6 – ABSENCE PROCEDURES

Where no information has been received by	9.15am	on the first day of
absence, the Academy will telephone the home of the absent pupil to enquire regarding the absence.		
Academy procedure:		
- Initially make a phone call to the first point of contact on the school system. - If it is not possible to contact the first listed person on the school system, then the school will attempt to contact other parties listed. - A home visit may be carried out.		

SECTION 7 – ATTENDANCE REGISTER

AM register taken at:	8.50am (R/KS1) 9.05am (Nursery) 9:05am (Junior)	AM register will close at:	9:00am (R/KS1) 9.15am (Nursery) 9:15am (Junior)
PM register taken at:	1:05pm	PM register will close at:	1:15pm

SECTION 10 – PERSISTENT ABSENCE

Academy procedure:
- Meeting with pupils and parents to listen, and understand barriers to attendance, and any other problems they may be having - Explain the help that is available - Review any existing actions or interventions - Establishing attendance improvement plans to remove barriers and provide additional support. - Leading regular check-ins to review progress and the impact of support. - Making regular contact with families to discuss progress. - Assessing whether an EHC plan or IHP may be appropriate.

- *Considering what support for re-engagement might be needed, including for vulnerable groups.*
- *Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant*
- *Explain the potential consequences of, and sanctions for, persistent and severe absence*
- *Implement sanctions, where necessary*

SECTION 13 – CELEBRATING GOOD ATTENDANCE

Academy procedure:

The Academy will acknowledge excellent attendance and punctuality / improvement in attendance / punctuality in the following ways:

- Celebrated in assemblies for classes
- Celebrate individual class improvements
- Shared on Classdojo
- Individual session charts with reward time for positive improvements in attendance
- Certificates for overall attendance or improved attendance

The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

- Certificates
- Individual session charts with reward time for positive improvements
- Alternative calculation of attendance sessions attended

SECTION 14 – ATTENDANCE INTERVENTION

Academy's expected attendance level:

96%

Academy's staged approach / interventions to effectively manage pupil absence and punctuality as well as responses to improved attendance / punctuality.

Pre-stage	Academy's supportive measures and ways of working with parents prior to stages outlined below: • Regular Classdojo/newsletter reminders about times for school day, administering medication, support available. • Informal discussion
Attendance Stage 1	• Invite into school for a meeting with attendance lead and SENCo/class teacher
Attendance Stage 2	• Letter 1 and follow up of support via phone call or face to face meeting. EWO involvement.
Attendance Stage 3	• Letter 2 and follow up via phone call or face to face meeting with the Principal and attendance lead. EWO involvement.
Lates Stage 1	• Supportive phone call or conversation, letter where appropriate
Lates Stage 2	• Supportive phone call or conversation, letter, EWO involvement