



**Focus 1st Academy**

**Attendance Policy**

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

Working in Partnership with North London Schools & Local Authorities Est. 2000

Accredited Independent School Status 2014 (Registration N0. 308/6003)

**Contents**

[Focus Inception 3](#_Toc108710815)

[Focus Ethos 3](#_Toc108710816)

[Attendance and Punctuality 4](#_Toc108710817)

[Aims: 4](#_Toc108710818)

[How does our Lateness Record work? 5](#_Toc108710819)

[DISCIPLINARY ACTION FORM 6](#_Toc108710820)

[LATENESS RECORD 7](#_Toc108710821)

[Parental request to leave during term time 8](#_Toc108710822)

[Request for Leave During Term Time 9](#_Toc108710823)

[Illness and medical appointments 10](#_Toc108710824)

[Authorised Absences 10](#_Toc108710825)

[Unauthorised Absence 10](#_Toc108710826)

[Poor Attendance and punctuality 11](#_Toc108710827)

[Step 1: 11](#_Toc108710828)

[Step 2: 11](#_Toc108710829)

[Step 3: 11](#_Toc108710830)

[Rewards Scheme: 12](#_Toc108710831)

[Attendance Target: 12](#_Toc108710832)

[Equality statement: 12](#_Toc108710833)

[Rewards System 13](#_Toc108710834)

Focus Inception

*Focus 1st Academy was set up in the year 2000 using European Social Fund to provide education and training and to-date has defied all the odds and was awarded the Independent School status in August 2014. This enables us to work in partnership with schools and local authorities to provide an alternative method of education for 14 to 16 year olds. Our student referrals are some of the most vulnerable young people and it is our duty to ensure that they are equipped with the appropriate skills and qualifications to ensure full participation within the modern workplace. Our team of professionals consisting of tutors, tutor assistance, pastoral support staff and mentors to nurture the students ensuring our work-based-learning approach alongside a variety of techniques are utilised and compatible to ensure the prevention of social and economic exclusion prior to adulthood which is underpinned through the subjects delivered whilst in classroom environment as well as on an individual basis.*

Focus Ethos

*Our programme fulfils the need of students who are disengaged from academic studies and may be exhibiting behavioural problems as a result. Our hands-on approach to learning creates an inspirational motivation for students wishing to pursue a career via the vocational route. The students are taught methods on how to improve their social skills in preparation for work/apprenticeship schemes and/or further education by learning in real-life situations and participating in sports, art and drama to express emotions. We believe that all individuals have a certain quality, which is sometimes concealed due to lack of confidence, mixed sentiments or disabilities. As such, recognising and coming to terms with barriers is a small part of the conflict, we are certain that all individuals are aware of their own weaknesses; the most vital part is engaging with professionals and adhere to individual training plans set which in turn prepares our students for economic and social integration into adulthood.*

Attendance and Punctuality

Introduction:

It is the duty of parents/carers to ensure that their children attend school regularly (Education Act 1996 Section 7), with consideration of legal action against parents and carers who fail in this regard.

All students are expected to attend school as required and be punctual to their lessons in order to ensure that students gain maximum learning time and appropriate grades & qualifications that they are working towards.

We have a register in place that monitors attendance in all areas which closes at 9:30am and thereafter is classed as a late mark. The lunchtime register closes at 1pm as the students should be ready to start lessons for 1pm. The class register is supervised by Sarah Barker the Deputy Headteacher who has the task of contacting the parents/guardian if their child is absent or late.

It is the parents’ responsibility to notify the School that their child is absent from school on that day. The school operates a first day response to absence and we will text/telephone you if we have not heard from you. This is because we believe that the safety of your child is paramount and it is the school’s responsibility to work in partnership with parents to ensure your child’s safety. Please ensure you inform the school if your contact details change.

Sarah Barker also she has the overall responsibility of contacting the workplace and providing feedback to the Focus 1st Academy’s professionals, if applicable - the workplace.

We also have a lateness record form which is filled out every time a student arrives late into school, or late back from lunchbreak. The register of attendance is sent to school and/or borough that the student is attached to, by Chris Cider every Friday.

Aims:

• Focus 1st Academy aims to create an inclusive, nurturing and welcoming ethos in which pupils are stimulated to grow in self-esteem and to experience success.

• We aim to encourage the educational development of all pupils by promoting the importance of school attendance.

• We will intervene when absence and punctuality fall below an acceptable standard.

• All staff aim to contribute to giving pupil attendance a high profile with clear procedures and expectations.

• Our school aims to ensure that the curriculum meets the needs of individual pupils and positively encourages them to attend.

How does our Lateness Record work?

Students should always start their day in Focus 1st Academy by being in attendance between 9:00 and 9:30am. A student who arrives after 9:30 am, he/she will be recorded as late in our lateness record book unless a legitimate reason has been provided. Following 6 lateness’s recorded a disciplinary action stage will be issued automatically.

The lunchtime register closes at 1:00pm as students should be in their class and ready to commence their lessons at 1pm. Following 6 lateness’s recorded a disciplinary action stage will be issued automatically.

PTO to see samples of Disciplinary Action stages and Lateness Record form,

DISCIPLINARY ACTION FORM

FOCUS 1st ACADEMY

STUDENT DISCIPLINARY ACTION - Sample

Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Notice:

Stage 1 - Verbal Warning / Stage 2 - 1 Day suspension

 Written warning Sent home if applicable

Stage 3 - 2 Days Suspension Stage 4 - 3 Days Suspension

Stage 5 - 4 Days Suspension Stage 6 - 5 Days Suspension

 Stage 7 – Reduced Timetable Stage 8 - Permanent Exclusion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:

Return to school date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor/Managerial Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB: Any serious acts of misconduct [as deemed by the Headteacher] can override the disciplinary procedure and could lead to instant dismissal.

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

LATENESS RECORD

**LATENESS RECORD - Sample**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Date: |  |
| Time Arrived: |  |
| Lateness After 9:30am (state time below) Lateness After 1pm (state time below) |
| Comment:  |  |
| Cautioned by: |  |

Term Commencing: Term 1– Sep/Dec Term 2 – Jan/Apr Term 3 – Apr/Jul

|  |  |
| --- | --- |
| Date: |  |
| Time Arrived: |  |
| Lateness After 9:30am (state time below) Lateness After 1pm (state time below) |
| Comment: |  |
| Cautioned by: |  |

|  |  |
| --- | --- |
| Date: |  |
| Time Arrived: |  |
| Lateness After 9:30am (state time below) Lateness After 1pm (state time below)  |
| Comment: |  |
| Cautioned by: |  |

Parental request to leave during term time

**Parents/Carers will be asked to:**

• Encourage their child to attend school regularly and on time.

• Arrange for routine visits to doctors, opticians etc. to be organised outside of school hours, where possible.

• Inform the school by telephone or email on the first day of absence before 9.00am, and every day after, with an explanation.

• Pass any absence letters notes to their child’s form tutor as soon as possible.

• Discuss unavoidable absences well in advance of the event. A holiday/leave of absence request should be requested in writing to the Headteacher.

Any parent/guardian requesting leave for their child will need to complete a Parental Request Form To Leave During Term Time. This will need to be approved by the Headteacher or Sarah Barker the Deputy Headteacher.

PTO for an example of the form that will need to be completed.

Request for Leave During Term Time

**Request for Leave During Term Time – Sample**

Dear Ms Savva Date:

I request consideration for a grant of leave of absence from school during term-time for my son/daughter (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Give reason for leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the period from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of school days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of parent/guardians who will be with the child when the leave taken:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised : Yes / No (Please circle)

By (name of staff member)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

Illness and medical appointments

**Parents/Carers will be asked to:**

• Encourage their child to attend school regularly and on time.

• Arrange for routine visits to doctors, opticians etc. to be organised outside of school hours, where possible.

• Inform the school by telephone or email on the first day of absence before 9.00am, and every day after, with an explanation.

• Pass any absence letters notes to Marina Savva or Sarah Barker as soon as possible.

• Discuss unavoidable absences well in advance of the event. A holiday/leave of absence request should be requested in writing to the Headteacher.

Medical appointments must be shown to us by either a card, letter or a note from parent/guardian.

Authorised Absences

**Absence will be authorised for:**

• Genuine sickness

• Unavoidable medical / dental appointments (whenever possible these should be made outside school hours)

• Exceptional family circumstances

• Formal exclusion from school

• Family bereavement.

• An interview with a prospective employer, higher education institution or at another school.

• Study leave granted by the Headteacher.

• Religious observance (1 day only will be authorised)

Unauthorised Absence

**Absence will not be authorised for:**

• Truancy

• Arrival (without justified reason) after registration period has closed

• No explanation being provided by the parent/carer.

• The school is dissatisfied with the explanation for absence

• Looking after family members (except in exceptional circumstances)

• Staying at home to mind the house, await deliveries or look after sibling/siblings or other family members

• Birthdays or other similar events

• Any work (paid or unpaid) undertaken during school hours (except formal work experience approved by the school)

• Day trips or a family holiday during term time which has not been agreed.

Poor Attendance and punctuality

Step 1:

A telephone call home will be made on the day of absence. If we receive no response, we will continue to call for 5 days.

Step 2:

In the case of still no response we would send home a letter of absence asking for the reason for not attending school and to contact us as a matter of urgency.

Step 3:

If we do not receive a response following our letter within 5 days then we will organise an unannounced home visit and if this fails then we would involve Education Welfare Officer (EWO).

Admittingly, we are reluctant and we will stive for to not reach the stage whereby the EWO’s are issuing penalties notices!

Punctuality: If a student is late 6 times of more then this will trigger a disciplinary which will be added to the disciplinary actions. Once this has been added, we will then write a letter home informing the parent/guardian of the actions taken. If this continues and a further 6 lateness are incurred, then automatically by a further disciplinary in acquired then we will invite the parent/guardian for a meeting and other professionals involved to support an invoke a plan of action.

Rewards Scheme:

We have a reward scheme in place to entice students to do better and reach their maximum potential. Cards are sent home for,

* Acts of kindness [towards Students, Staff, Colleagues albeit in School, Work-placements and General Public]
* Good Behaviour
* Polite/Courteous
* Outstanding Attendance
* Improved Punctuality
* Improvement in Attendance

We also display stars on the wall against their name as a sign of recognition for doing well.

Attendance Target:

The school attendance target is 96% each year.

Equality statement:

Focus 1st Academy staff are committed to providing the full range of opportunities for all students, regardless of gender, disability, ethnicity, social, cultural or religious background, by ensuring high levels of school attendance and full access to the curriculum for all.

Rewards System

**Rewards System: - Sample**

At the end of each academic term a student will receive a reward in a form of a voucher for either or,

* Acts of kindness [towards Students, Staff, Colleagues albeit in School, Work-placements and General Public]
* Good Behaviour
* Polite/Courteous
* Outstanding Attendance
* Improved Punctuality
* Improvement in Attendance

This will be discussed within our staff meeting to award the appropriate student.

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

Last reviewed June 2021

Reviewed June 2022