



ST GEORGE'S ACADEMY

ATTENDANCE POLICY

1. Rationale

The Importance of Regular Attendance:

The Academy views attendance as a critical pre-requisite to student progress. Without regular attendance, the efforts of teachers will come to nothing. Students need to attend regularly if they are to take full advantage of the educational opportunities offered to them. Irregular attendance undermines the educational process and leads to educational disadvantage. It places children at risk and can result in students being drawn into patterns of anti-social or criminal behaviour.

Aims of the Policy:

The Academy aims to maximise access for all students of the Academy to the educational process through encouraging regular attendance.

We aim to develop in students, habits of good attendance and punctuality that will stay with them and support them in adult life.

2. Objectives

- Achieving 95% attendance across the Academy as a whole
- Minimising unauthorised attendance, accurately recording all absence and noting reasons for the absence
- Reducing Persistent Absence (students under 90% attendance)
- Improved communications with parents / carers to inform them of any absence from the Academy

3. Guidelines

- All students register with their form tutors in the morning and with their subject teachers at the start of the first period in the afternoon
- Students are required to be in their form rooms for morning registration by 8.45am and in their afternoon teaching bases by 1.25pm for afternoon registration
- Staff complete on-line registers promptly and correctly marked
- Students must bring in a note, or their parent/guardian must inform the Academy through the MCAS App, explaining any absence each morning by 8.00am
- Students must attend for all internal and external examinations unless the absence is for a genuine medical reason. In the case of external examinations students will be charged examination fees if they fail to attend for reasons other than medical
- It is illegal to authorise absence during term time for family holidays, any special consideration must be proposed in writing to the Principal
- Students absent without reason are contacted via a phone call on the first day of absence. We have clear procedures in place.
- Students are responsible for catching up on work missed through absence
- Regular contact will be made with parents in line with Academy procedures and County procedures
- The Attendance Officer, Form Tutors and Student Progress Managers monitor attendance and praise good attendance and follow Academy / County procedures for those with poor attendance.



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- Governors' attendance panels may be convened as and when necessary. Parents / Carers of students who persistently absent themselves from lessons will be asked to work closely with the Academy to help fulfil their legal obligation to educate their child.
- All staff are to keep a register of attendance for each lesson on the Bromcom system and notify the Student Progress Manager if any students are suspected of being absent without justification.

Policy Developed by: Claire Crawshaw, Senior Vice Principal

Date Adopted: *January 2024*

Reviewing Committee: Student Support

Frequency of Review: 2 Years

Date last reviewed: *January 2024*

To be reviewed by: *January 2026*

Name *G. Arnold* Signature 

Committee: *Co-chair of Governors*