

**Valour Multi Academy Trust**



# **Attendance Policy**

**Parent/Carer friendly version**

**Revised October 2024**

**Agreed by Valour Trustees 2<sup>nd</sup> October 2024**

**Review date: October 2025**

**VALOUR MULTI ACADEMY TRUST**  
**SCHOOL ATTENDANCE POLICY**  
**October 2024**

**As a school we aim to:**

- Improve attendance and punctuality of all our pupils
- Celebrate good attendance of 96% to 100%
- Ensure all parents' and pupils' are aware of the importance of regular attendance

**Good attendance is important because:**

- There is a direct link between poor attendance and underachievement
- Regular attenders make better progress, both socially and academically
- Regular attenders adapt well to school routines
- Regular attenders enjoy learning

**As a parent you can help us by:**

- Ringing on the first morning of all absences with the reason and saying when the child will return if possible
- Arranging dental, doctor and hospital appointments out of school hours or during school breaks
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness
- Provide a copy of any letters for hospital appointments.

**We will:**

- Follow up unexplained absences by phone calls and texts on the first day of a child's absence
- Remind parents of the importance of regular attendance and punctuality in newsletters and correspondence with Attendance Officer
- Reward good attendance through weekly assemblies and termly letters to parents in line with the LA traffic light system
- Publish your child's attendance rate on his/her annual report
- Let you know if we have concerns regarding your child's attendance
- Monitor any child's attendance who is causing concern with a view to addressing any issues and improving their attendance
- If we continue to have concerns, make a referral to the Local Authority

**Authorised Absence**

Some absences are unavoidable and are known as 'authorised absences'. For example: if a child is ill, family bereavement, religious observance.

### Unauthorised Absence

There are times when children are absent for reasons which are not permitted. These are known as 'unauthorised absences'. For example: going for a family day out, because it is your child's birthday, unauthorised holidays or where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Unauthorised absences have to be reported to the Local Authority. The School may contact the Local Authority who may contact you and consider taking legal action against you if your child has unauthorised absences.

### Punctuality

- Morning registration is at 8:45am. This is the time your child must be in the classroom.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day
- If your child misses this short but vital session, their work for the whole day may be affected
- We will let you know if we have concerns about your child's punctuality
- It is also essential that you collect your child from school at 3:15pm.

### Term Time Leave of Absence

- We are always concerned about the amount of school time pupils miss as a result of holidays. There is no entitlement to time off in term time. No holidays will be authorised regardless of reason.
- If you chose to take your child on holiday, the absence will be recorded as unauthorised. You may also receive a fixed penalty fine.

A full version of the Attendance Policy can be found on the website.

*Mrs Alison Oliver*  
*Head Teacher*

*October 2024*