

## Attendance Policy

# CORITANI ACADEMY



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## ATTENDANCE AND PUNCTUALITY POLICY

*Outlines the procedures for ensuring good attendance at the academy*

*This Policy includes and update to reflect the Covid Situation.*

Staff at the Academy are committed to promoting and achieving good levels of attendance in accordance with the LA policy. Underpinning this commitment is a belief that only if students attend the Academy regularly can they take full advantage of the educational opportunities available to them.

It is routinely recognised that attendance figures at the Academy are higher than when students were at link schools.

Students need to grow into the habit of attending regularly and attending Coritani Academy on time. This is important in both enabling access their education and in preparation for their adult lives. We encourage parent/carers to support the centre in facilitating this.

Parents/carers have a legal duty to make sure that their children attend education, they come on time and to inform the Academy if this is not possible.

### Absence

If a student is to be absent because of illness or another valid reason, on the first day parents/carers are asked to inform the Academy office either by telephone or email, or call into the Academy to inform the office.

In the event of no reason being given for an absence, a letter must be brought in by the student from their parent/carer. The centre will then decide whether an absence is authorised or not.

Records are kept of every student's attendance.

If Coritani Academy is not satisfied with a student's attendance, or no message is given from home about absences, Education Welfare and the student's link school (where applicable) are informed. Further action may then be taken.

Any student failing to attend with no contact from parents will be contacted the same day.

Students who are absent where the Academy cannot contact parents will be reported to the education welfare team and/or the link school.

Students who are persistently absent will be placed on an attendance report and will have their place at the Academy reviewed with the referring organisation.

## Registration

The register is taken at the start of the first session in both the morning and the afternoon. Students who arrive after the beginning of the session are marked late. Children who arrive later than half an hour after the beginning of the session are regarded as unauthorised absences unless a subsequent reason is given for this.

'Lates' will be noted and if it is felt necessary:

- a) a letter will be sent to parents/carers
- b) if lateness continues a further letter will be issued
- c) The Education Welfare Officer and link school will be informed and asked to take action.

The above will be closely monitored weekly by the principal who will send the appropriate letters home and inform the Link schools of any problems arising.

Students who arrive on time for school will be intermittently rewarded with praise and Class Dojos. Students who previously had a poor record for prompt arrival and have made vast improvements will be rewarded.

## Security of Registers

Attendance registers must be returned to the office at the end of each registration period for security. Late comers will have to register with the Admin Officer. In the event of a fire, the receptionist will ensure they have the register with them.

## Recording Reasons (Statutory Duty)

It is a statutory duty for all Educational Institutes to keep records of the reasons for absences. These are kept in students files on SIMS. Coritani also keeps records of telephone calls and can produce these when necessary.

### Where 'non-attendance in relation to coronavirus' applies

Coritani Academy will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

### **Pupil develops symptoms or lives with someone who does**

- The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the pupil's test result is negative:**

- The pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

**If the person the pupil lives with tests negative:**

- The pupil will stop self-isolating and return to school

**Pupil or a 'close contact' of theirs receives a positive test result**

- The pupil's parent/carer must notify the school about the positive test result as soon as possible. Please email [admin@coritani-iet.co.uk](mailto:admin@coritani-iet.co.uk) out of hours or ring 01724 2678668 during the day.

Pupils who test positive must self-isolate for 14 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

**Pupil has to quarantine after travel abroad**

- The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).
- The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

**Pupil is required to shield during a local lockdown**

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to [admin@coritani-iet.co.uk](mailto:admin@coritani-iet.co.uk) or a photocopy to the academy.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

**Remote learning provision**

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

- We will provide work for students on our Teams platform, Teachers may use a variety of resources eg MS Teams, Century Tech and/or Oak National Academy etc but the assignments will be set on Teams

- Work will be set on century tech for Maths, English and Science each day.
  - Learning set for offsite will match that which is going to be taught in school. Following the same curriculum content.
  - Teams will be used to put instructions on for the lesson.
  - There will be an input from a Teacher. This can be a video of the teacher or a video of another teacher – e.g oak academy. Audio can be used to support slides/worksheets and give feedback
  - Students must submit some evidence of learning
  - Feedback and support can be given through Teams if students ask questions.
- Assistant teachers will keep contact and in the event of local lockdown assemblies and quizzes will be provided to enhance social interaction
- We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

## Marking of attendance registers

It is essential that registers are marked in a consistent manner. In line with LA, it is recommended for simplicity and clarity that the following symbols be used. These symbols are all available on the linked Arbor MIS system

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Description	Reason for use
/	Present am	
\	Present pm	
B	Educated offsite (not dual reg)	Students who may attend another provider
C	Authorised absence	Used for authorised absences other than medical
D	Dual Registration	Used when a student is attending link school or another provider & are dual registered
E	Exclusion	
F	Extended Family Holiday - agreed	
G	Family Holiday – not agreed	
H	Family Holiday - agreed	
I	Illness	
J	Interview	For example in regards to a place on a college course
L	Late	arriving after the register has been sent to the office.
M	Medical/Dental appointment	
N	No reason	No reason has currently been received in regards to absence
o	Unauthorised absence	Used if a note or message from parent/carer has not been received.
P	Approved sporting activity	Member of a recognised team
R	Religious observance	
S	Study Leave	
T	Traveller absence	
U	Late	Used if later than 30 mins
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country

X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown
W	Work experience	
-	All should attend/no mark rec	

## Document Control

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