



## Attendance Policy

***Our Ambition: To be the highest performing MAT in the country***

***Our Mission: To improve the communities we serve for the better***

Written by	L Connolly
Date for Review	September 2020
Approving Body	Strategic Development Committee
Signed Chair of Trustees	

***Vision:***

*Challenging educational orthodoxies so that every child makes good progress in core subjects;  
all teachers are committed to personal improvement and fulfil their responsibilities;  
all children receive a broad and balanced curriculum;  
all academies strive to be outstanding.*

## **The FORGE Trust Attendance Policy**

### **Aims**

Across the FORGE trust, we aim to maintain a caring, supportive and disciplined learning environment where children benefit from the best possible education. All staff are committed to this aim. We would like to know if you think we are not meeting your expectations, so that we have an opportunity to respond. We would also like to know your opinion on the things we do well.

### **Racial Equality & Equal Opportunities**

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. The FORGE Trust is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, religion, belief, disability or ability. The FORGE Trust is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

### **Absence**

The FORGE Trust believes regular attendance is vital when it comes to children reaching their full academic potential, therefore we encourage all of our parents/carers to support us in giving your child every opportunity to achieve their best.

If your child is absent please telephone the academy they are attending on the first day of absence and every day that follows - this also a safeguarding requirement and is imperative. If your child is absent for more than 1 day, please send a note addressed to the school office explaining the reason.

Absence is monitored daily across the trust and with your help we can ensure all of our children are safe and accounted for. Registers close at 9.30 am – anyone arriving after this time will be given a U code in the register. This equates to an unauthorised absence for the whole morning session.

If no reason for absence is given an absence letter from the academy will be sent home giving the dates of absence and asking for a reason why the child was absent. If the absence is prolonged or the child has poor attendance it is brought to the attention of the Principal, who

will decide whether the absence is to be authorised or unauthorised. If no reason is given after 2 weeks, the absences will automatically be classed as unauthorised.

Please ensure all medical appointments are taken out of academy time where at all possible, or at the very least the beginning or end of the day. The academy may need to request medical evidence if absences become a concern – the trust wants to support all families so please talk with the academy about any issues and we can explain the reasons for any request.

### **Punctuality**

Children who arrive late will get a late mark (usually at reception within the academy). Their names will be written down, and the reason why they are late. Please ensure your child is at the academy just before the beginning of each academy day. You will be able to find start and end times on the academy website. A list of children who are late is checked each week within each academy and if they are late on two or more occasions during that week a letter is sent home.

### **Holiday Requests**

As you may be aware after recent government changes parents/carers are not entitled to take their child out of school/academy during term time therefore “holidays forms” are now obsolete. As a Trust we do adhere to these changes in legislation and do not authorise holidays during term time. In the **most** exceptional circumstances and after the consideration of a detailed written request, the Principal (in collaboration with the Trust) has the final decision whether to authorise any leave of absence – if parents/carers still take their child out of the academy during term time when permission is not granted Legal Proceedings may be taken by the Local Authority. This is in the form of Fixed Penalty Notices (fines) or legal action through a Magistrates Court.

The FORGE Trust does appreciate the value of taking family holidays and also understands that many families wish to avoid inflated holiday costs during the traditional school holiday period. Therefore each academy within the trust will not have INSET days at various times during the year. Instead they will block their INSET days and slightly amend term times accordingly to create one week (usually early June time) for families to book a holiday at a much more competitive price. Each academy will let you know their respective INSET week at the beginning of the academic year so that you have plenty of time to book a holiday.

### **Support**

We operate an open door policy at every academy within the trust so if you have difficulties with getting your child into school, please contact the academy and they will support you. All of our staff will be happy to help and all academies have specialist pastoral support available, e.g. a Child and Family Support Worker who can offer support and advice for parents.

All academies within the trust celebrate good attendance in the form of incentives and rewards on an individual, class and whole school basis. This information will be available on the academies website. 100% attendance is celebrated in every academy within the trust on a termly and annual basis. Medical appointments will not affect 100% attendance awards/certificates as long as we have a copy of the appointment letter as proof.