



Attendance Policy

Centre Academy London

Next review date: September 2018

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Attendance Policy

Please refer to the extract contained in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#):

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will **come into force on 1 September 2013**.

1. Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Attendance is essential for a student’s success at Centre Academy. Students are expected to attend and to be on time for all classes and other school-related appointments. Our previous experience has proven a direct correlation between poor attendance and under-performance, including examination results. Attendance is recognised and celebrated through the school merit-term reward system. ***A student whose attendance falls below 94% over the course of the school year will not meet the required attendance standard.*** The school will need to advise any relevant external agencies, such as Local Education Authorities where appropriate. Attendance is monitored and reviewed for each student, and parents will be advised if their son or daughter has a higher incidence of attendance than required. This may involve the parent(s) attending a meeting so a plan can be put in place to improve attendance. Attendance totals are provided in the end of term reports. **Please note that the school is happy to discuss any aspect of attendance with parents at any time.**

From our analysis of attendance figures, we have devised the following descriptors:

Excellent attendance	98%+
Good attendance	95-97%
Satisfactory attendance	92-94%
Unsatisfactory attendance	91% or below

Attendance is recorded twice per day, at 8:30 and at 1:05.

When a student is absent, it is the responsibility of the parent to do either of the following:

--telephone the School Secretary between 8:15 and 9:00 on the day of absence and explain the reason for it. (If we do not receive a call by 09:30, the Secretary will make a reasonable effort to reach the parent so that the student's absence may be verified.)

--email the school if a call is not possible. The address to use is: info@centreacademy.net.

On the student's return to school a written note must be handed to the Mentor explaining the reason for absence. Failure to do this will result in the absence being marked as 'unauthorised'.

Please note: *repeated absences or recurring patterns of illness require a written statement from a GP or consultant. **Chronic absenteeism may result in a student losing his/her place at Centre Academy if all efforts to address underlying difficulties have been exhausted.***

2. Lateness

Students are expected to arrive on time each morning and to attend their Home Room/ Mentoring period. Students arriving after 8:30 must proceed to the Main Office, explain the reason for the lateness and get a note from the Secretary in order to be admitted to class. *To avoid disruption, a student who misses the beginning of the 1st period class may not be permitted to join the class for that period.*

If arrangements have been made for a student leaving School early, the student must nevertheless check out with the Main Office before leaving the premises.

3. Truancy

A student absent from class without a parent's, doctor's, administrator's or teacher's permission is truant. Students are considered truant when they leave school or class without permission as stated above; leave school or class without the knowledge and consent of parents or Centre Academy officials; come to school but do not attend classes.