



**STANGROUND  
ACADEMY**



# **Attendance and punctuality**

## **Important information for students, parents and carers**

**March 2019**

# Introduction

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Stanground Academy is committed to providing an education of the highest quality for all students. We believe it is extremely important for students to attend school regularly and on time. This will give them the best opportunity to progress and achieve their full potential. Good attendance enables students to achieve their potential by maximising their choices entering into adulthood.

The Academy is a place where students feel valued and interested in what is on offer, where they can develop a sense of belonging and contribute positively to the Academy as a community. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

## Standards

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At Stanground Academy we

- provide a welcoming and caring environment where all members of the Academy feel secure and valued
- expect every student to attend school for at least 96% of the time
- expect students to arrive on time every day
- will support parents in their legal responsibility to ensure their child attends school regularly and on time
- believe leave of absence should not be taken during term-time. We will not authorise requests for leave of absence during term-time, except in exceptional/ unavoidable circumstances

## How to notify the Academy of an absence

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If your child is unable to attend school due to illness or unavoidable circumstances, please contact the school on each day of absence

- by phoning 01733 821430 and using option 1 before 8:30am
- email the relevant year team

# Policy and procedures

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## Recognising good attendance and punctuality

At Stanground Academy we understand the importance of recognising good attendance and punctuality. Students who meet their attendance and punctuality targets are rewarded and praised with incentives to recognise the effort they have made. This will include achievement assemblies where students will receive certificates and prizes. Parents/ carers will be contacted regularly regarding attendance. We also understand the importance of recognising students who make significant improvements to their attendance or punctuality.

## Punctuality

It is the responsibility of parents/ carers to ensure that their child attends the Academy every day and on time. Students who arrive late to school, without good reason, will be set a detention. This may be at break or after-school detention on the same day depending on the circumstances.

Our year teams work with parents to overcome barriers which prevent students arriving on time. If punctuality problems persist we may involve our attendance officer, who may request a penalty notice from the local authority for persistent lateness in accordance with the regulations.

Poor punctuality is not acceptable. If your child misses the start of the day they are missing out on vital information. Students arriving late also disrupt the lesson for other students.

Students should line up in their year area by 8.35am every day.

## Addressing poor attendance

Stanground Academy has a responsibility to address any issues in relation to poor attendance. The Academy staff will work with students, parents/ carers and other agencies in an effort to resolve any issues impacting on a student's attendance.

The Academy has its own attendance officer whose role is to monitor and support the Academy to improve levels of attendance. They will work with families when attendance falls to unacceptable levels. If a student's attendance falls below 96%, a letter will be sent home. If a student's attendance falls below 92.5%, parents/ carers will be invited to an attendance concern meeting with the year team and the attendance officer. At this meeting, barriers to good attendance will be discussed, improvement actions agreed and attendance

targets set. If a student's attendance then falls below 90% with no medical evidence you will receive a final warning letter and your child's attendance will be monitored. Any further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a doctor's appointment card, letter, medication or prescription.

Should the attendance fail to improve following intervention, the Academy may take further action such as requesting the issuing of penalty notices or instigation of legal proceedings.

It is understood that there are sometimes genuine reasons for short-term and sporadic non-attendance eg genuine illness. In this instance, parents/ carers should contact the Academy on the first morning and each subsequent day, by telephoning the Academy before 8.30am. Calls received after 8.30am may still receive a Groupcall message notifying parents/ carers of the absence. It is the parent/carer's responsibility to inform the Academy of any planned absences in advance, this includes unavoidable medical appointments during the Academy day. We would expect students to attend school before or after medical appointments.

## Leave of absence in term-time

Stanground Academy will not grant any leave of absence during term time unless there are exceptional/ unavoidable circumstances. A leave of absence is granted entirely at the Principal's discretion and is not a parental right. A leave of absence application must be made in writing at least twenty days in advance by completing a request form. The form is available on our website.

The Principal must be satisfied that there are exceptional/ unavoidable circumstances which warrant the request and will consider the circumstances of each application on an individual basis.

Stanground Academy has adopted the Peterborough City Council Code of Conduct in respect of issuing penalty notices for unauthorised holidays/ leave of absence in term-time. The purpose of the code of conduct is to ensure that penalty notices are issued consistently and fairly across the local authority.

## Application for leave of absence

Parents/ carers have a legal responsibility in accordance with section 7 of the Education Act 1996 to ensure their child receives sufficient full-time education by regular attendance at the Academy. The Department for Education guidance states that holidays and other leave of absence should not be taken during term-time unless there are exceptional/ unavoidable circumstances. Exceptional/ unavoidable circumstances are determined at the Principal's discretion.

Any leave of absence that is taken, but not approved by the Principal, will be marked as unauthorised. Penalty notices may be requested from the Local Authority, under section 444 of the Education Act 1996, where unauthorised leave is taken. A penalty notice is currently £120 per parent per child, if paid within 28 days, with a reduction to £60 per parent per child if paid within 21 days. Failure to pay the penalty notice within the timescales may result in legal action being taken by the local authority.

There is no right of appeal against a penalty notice and a parent can either accept and pay the notice or decline payment.

If the penalty notice is not paid in full by the end of the 28 day period the local authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn the recipient will be informed in writing.

If a prosecution is brought and the parent/ carer is found guilty and convicted for an offence under section 444(1) of the Education Act, they may be liable to a fine of up to £1000.



# Attendance bands

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## Band 1 Green

**Above 96%** If your child attends the Academy over 96% of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

## Band 2 Amber 1

**95% to 93%** If your child's attendance falls into this band you will receive a letter advising you of your child's attendance and if you have any concerns you should contact the year team.

## Band 3 Amber 2

**92.5% to 90%** If your child's attendance falls into this band, a letter will be sent inviting you to an attendance concern meeting with the year team. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set.

## Band 4 Red

**Below 90%** If your child's attendance falls into this band you may receive a final warning letter and your child's attendance will be monitored. Any further absences during the monitoring period may result in a request being made to the Local Authority to issue a penalty notice.

# The Academy day

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The Academy day is divided into five different teaching sessions and one tutorial session.

<b>Period</b>	<b>Time</b>	<b>Mins</b>
Tutorial	08.35 - 09.00	25
Period 1	09.00 - 10.00	60
Period 2	10.00 - 11.00	60
Break	11.00 - 11.20	20
Period 3	11.20 - 12.20	60
Period 4	12.20 - 13.20	60
Lunch	13.20 – 14.00	40
Period 5	14.00 - 15.00	60

Students arriving after the start time will be marked late in the register. If no adequate reason for the lateness is offered, students will be expected to make up all the time missed.

## Contact us



Stanground Academy  
Peterborough Road  
Peterborough  
PE7 3BY



01733 821430



Transition2019@stangroundacademy.org



@StangroundAcad

01733 821430 then option 1 before 8.30am or email the specific year team

### Academy Attendance Officer

Mrs R De Paola

<b>Year 7</b>	year7@stangroundacademy.org
<b>Year 8</b>	year8@stangroundacademy.org
<b>Year 9</b>	year9@stangroundacademy.org
<b>Year 10</b>	year10@stangroundacademy.org
<b>Year 11</b>	year11@stangroundacademy.org

### Senior Leadership Team Lead Attendance

Mr K Ainslie

#### \*Head of Year and Deputy Head of Year details

**Year 7:** Mr J Hayes and Mrs E Hurford

**Year 8:** Mrs H Wade and Ms J Catton

**Year 9:** Mrs J Maddison and Miss C Todd

**Year 10:** Mrs S Lowe/ Mrs J Campbell and Mrs S Goodale

**Year 11:** Mr C Butterworth and Miss O'Donnell

\*These are the current staff details, subject to change.