

# Trinity Academy Halifax

**Policy:** Attendance and Punctuality  
Policy

**Date or review:**

**1. Purpose of policy and guiding principles**

- 1.1. Across the trust, Directors, Governors and Principals strive to ensure that all students receive a full time education that



To clearly register for lessons and advise a member of staff (such as College/House Manager, Attendance Officer/Tutor) if not able to register.

To ensure that any messages from parents, or notes in planners are passed to a member of staff.

To follow the Behaviour for Learning policy.

## **7. Responsibilities of parents/carers**

7.1. Parents have legal obligations to ensure their child attends the relevant academy regularly. The majority of our students have good attendance and arrive at their academy on time.

7.2. When your child begins their education with an academy in Trinity trust, we make clear our expectations to parents. These expectations are:

To ensure your child attends the academy on each academy day, dressed in full uniform and ready to learn.

To ensure that your child attends the academy on time. This includes ensuring that any transport/drop off arrangements ensure they arrive on time.

To be aware of term dates and avoid booking holidays during term time.

To avoid keeping your child away from the academy for any reason other than illness, or other authorised reason. See Section 10 for further information.

To inform the academy (by the start of the academy day) that your child is unable to attend, providing the reason for absence and when you expect them to return.

Parents/carers are expected to contact the academy every day with an update.

- 9.2. Students will be required to sign in, (or parents confirm their arrival to Reception in primary settings).
- 9.3. The Behaviour for Learning policy provides details on the sanctions for late arrival to an academy. Parents can expect contact from the relevant academy to inform of any late detentions, or other sanctions.
- 9.4. Repeated lateness will be dealt with the same way as absences. For persistent or frequent lateness, an academy will work with the local authority Education Welfare team to improve punctuality. This may result in legal proceedings against parents.

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- 10.4.3. For persistent or frequent unauthorised absences, the relevant academy will work with the local authority Education Welfare team to improve attendance. This may result in legal proceedings against parents.
- 10.4.4. Where a student has 20 days or more of continuous unauthorised absence, the student will be taken off the acad
- 10.5. Medical/dental appointments
  - 10.5.1. Medical and dental appointments should be made outside of academy hours, wherever possible. Where this is not possible, students are expected to attend the academy before and after the appointment.
  - 10.5.2. Parents will be asked to provide confirmation of the appointment (time/date/reason) in order for the absence to be authorised.
  - 10.5.3. Authorisation will only be given for reasonable travel time to and from the appointment. Where it is considered practical for the student to attend the academy before and/or after the appointment and they do not attend, this will be considered as an unauthorised absence.
  - 10.5.4. If an emergency appointment is made at the start of the day causing the student to arrive late, confirmation of the appointment must be provided, otherwise the

## 11. Attendance management procedures

- 11.1. If a student is absent at morning registration without any contact from their parent/carer, we will contact the parent/care

- 13.2. This plan will be discussed with parents/carers to gain their commitment to the actions and improvements required.
- 13.3. In the case of students with SEN/D this may require an Education Healthcare Plan, and in these circumstances relevant professionals will be involved in the planning of the student s successful return. (e.g. SENCo, Health Professionals, etc.).
- 13.4. In these cases a nominated member of staff will be the key contact to monitor and review the stud

## Appendix 1

Trinity Academy Halifax

Students must be in the academy building no later than: 8.10am

Students must be registered in their first lesson by: 8.15am

After this time students are considered late.

Compulsory/legal registration times in this academy are: 9.15am  
10.15am

You must notify the academy of an absence by: 7.30am

The attendance team are:

Senior Leader	Mr S Cooke, Assistant Principal
Education Welfare Officer	Ms H Carter
Attendance Officer	Ms S Wainman
Other	Mr J Kargans, Lead College Manager College Manager team Deputy College Managers

Any members of the attendance team above are able to conduct home visits.



## Appendix 2

Please be aware that when requesting leave an academy will not authorise leave requests in the following circumstances:

Requests for students in Year 2, 6, 11, 12 and 13 will not generally be authorised, even for exceptional reasons

Any requests made for leave during exam periods

Any requests made for leave where there are coursework deadlines

Any requests made for leave during SATs preparation or during the period of time when students sit SATs

Any requests made for absence in September – October

Requests made for students who have attendance below 95%

Requests made for students who have had previously unauthorised absences, including where family holidays have been taken during term time.

Religious observance

The Department of Education advises:

*Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parent*

If the religious body has not set the day apart there is no requirement for an academy to agree to authorise the absence.

Parents are advised to