



WALDORF KNOLL ACADEMY

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Student Attendance Policy

Introduction

Good attendance helps the students in our school community to maximise their learning.

At Waldorf Knoll Academy, we recognise that positive behaviour and good attendance are central to raising standards and pupil progress. Consequently, we are committed to promoting excellent levels of attendance in order to enable our pupils to take full advantage of the educational opportunities available to them.

Aims

This policy aims to support school, parents and students to achieve high levels of attendance and punctuality.

In order that all pupils are assisted in reaching their potential Waldorf Knoll Academy aims to:

- Encourage and assist all pupils to achieve excellent levels of attendance.
- Reduce Persistent Absence.

Waldorf Knoll Academy believes that good school attendance assists students to achieving their personal targets and supports them in progressing in their learning.

Responsibilities & Expectations

School

- The school will provide a safe learning environment and maintain records of attendance on a daily basis.
- Only the Head of School (in their absence School Administrator) can authorise absence.
- The school will follow up all instances of poor attendance and punctuality.

Parents

- Parents/guardians have an obligation to ensure their pupil attends school.

- Parents/guardians must inform the school on the 1st day of absence and give a reason for their pupil's absence.
- Parents/guardians will also maintain daily contact with the school until pupil returns to school.
- Parents/guardians are expected to ensure their pupil attends school regularly, on time and appropriately dressed.
- Parents can only request to take learners on holiday during term time in exceptional circumstances.

Implementation

If a student is absent the parent will:

- Notify the school by telephone as soon as possible before the start of the school Day, **preferably no later than by 8.30 am** by calling 08099997721, 08099997722 or 08099997723.
- Give a reason for the absence.
- Give the expected return date.

If a student is absent the school will:

- Record the telephone notification of absence.
- If notification is not received via telephone/in writing by 10am on the first day of absence. School will call parent/guardian and record the outcome of the call.
- Maintain regular contact with parents/guardians throughout the pupil's absence.
- Keep written notification from parents/guardians on file.

Term time holiday/leave

Although parents may make an application for leave of absence this can only be authorised in an exceptional circumstance.

The Head of School will decide what determines an exceptional circumstance – however, guidance states that, in no circumstances will financial factors be considered to be exceptional.

Where holidays or leave are taken without permission from the school, because a request has been made or has been denied, these will be recorded on the young person's attendance record as 'unauthorised absence'. If a parent/Guardian is granted leave and the young person does not return on the specified return date, subsequent absences will be marked as unauthorised.

Arriving at school procedure

Parents/guardians should ensure that learners arrive at the school at no earlier than 7:30am. This is to ensure that staffing is in place to support students. When learners are dropped off after 9:30am parents/guardians must appear with them to see the Head of School.

Leaving school procedure

The school day ends at 3:00pm Monday through Thursday and 2:00pm on Fridays. For students that are participating in Islamic education closing time is 4:30pm on Mondays and Fridays.

Parents/guardians need to ensure their child is picked up during within 30mins of closing, either by themselves or any of the authorised individuals mentioned in the student pick up form.

When students are not picked up after school the office will ring the parent/guardian to come and collect their child and they will have to pay a fine of 5,000 Naira

Monitoring Attendance

Registers are taken by 8:30 each school day. A student arriving after this time will be recorded as being late. Parents/guardians whose learners are regularly late for over a period of two weeks, or clear patterns can be seen over a period of month, will be contacted to talk through the reasons for the lateness.

Student attendance is monitored on a daily occurrence, in relation to reason for absence/safeguarding by the office/class team.

Persistent absence will require a formal meeting to occur with the parent/guardian in school.

Records

The school will keep accurate attendance records on file for a minimum period of three years. The rates of attendance will be reported via the school website and/or newsletters. A formal monitoring report is published and discussed by the management at the end of each academic year.

Exceptional Circumstances

The school will actively seek to work with parents/guardians where there is a genuine difficulty with attendance.

Support strategies will be put in place for individual pupils where appropriate.

When a pupil has an illness that means he/she will be away from school for over five days and with the pupil's illness may bar them from engaging in learning activities - the school will endeavour to ensure that he or she can keep up with their school work.