



## 1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education
- Acting early to address patterns of absence

We will also support parents to promote and support punctuality in attending lessons.

## 2. Roles and responsibilities

### 2.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

### 2.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

### 2.3 Class Teachers

The Class Teachers:

- Monitor attendance data within their class
- Reports concerns about attendance to the Principal
- Works with the Principal to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Responsible for recording attendance on a daily basis, using the correct codes

## 3. Recording attendance

### 3.1 Attendance register

**We will keep an attendance register, and place all pupils onto this register.**

**We will take our attendance register at the start of each school day. It will mark whether every pupil is:**

- Present
- Absent
- Unable to attend due to exceptional circumstances



**Any amendment to the attendance register will include:**

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Amendments should be made by right clicking and inserting a comment.

See appendix 1 for the attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08.30 on each school day.

The register will be taken at 08.30 and will be kept open until 08.45.

### **3.2 Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 08.45 or as soon as practically possible (see also absence from school policy).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **3.3 Planned absence and early leaving**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

#### *Procedure*

- 1) If a student needs to leave school early, the parent/guardian must address the Principal in writing (principal@lvacademy.cz), at least 24 hours before the departure time, clearly stating the following (Exceptions for the 24-hour rule can be made in emergencies but the following steps must still be followed).
  - a. What time the student will be collected
  - b. Why they need to leave early
  - c. Who will collect them
  - d. If they will be returning to school



- 2) If a student will be absent from school for any reason the parent/guardian must address the Principal in writing ([principal@lvacademy.cz](mailto:principal@lvacademy.cz)) stating the following
  - a. The dates which the student will be missing
  - b. The reason for the absence
    - i. Please note that we encourage parents to make dental/medical/family holidays during after school hours or during school vacations.
- 3) The written request will be recorded and forwarded to teaching staff and written confirmation will be sent to parents that the request was received.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

### 3.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

If a student is late more than twice in one week they will attend late club at first breaktime, and a letter will be sent home to their parents.

### 3.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by on first case, email/phonecall, and as necessary face-to-face meetings
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

## 4. Authorised and unauthorised absence

### 4.1 Approval for term-time absence

The Principal will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion.

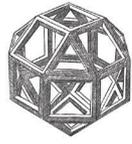
We define 'exceptional circumstances' as medical leave, funerals, academic contests or sports competitions, or anything with an exception explanation.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

## 5. Links with other policies

This policy links to the following policies:

- Safeguarding policy



*Leonardo da Vinci Academy*  
*The Renaissance of Education*

> Behaviour policy