



The Mosley Academy Attendance Procedures

These are the Attendance Procedures for The Mosley Academy and should be read in conjunction with the JTMAT Attendance Policy which can be located at:

<http://resources.jtmat.co.uk/policies/JTMAT%20Attendance%20Policy.pdf>

Introduction:

At The Mosley Academy we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

The Mosley Academy is a happy school. Our school ethos reflects our belief that children learn best in an encouraging and happy atmosphere. Every member of the school staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences school places great emphasis on this in its communication with parents.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

The Mosley Academy will always strive to promote good attendance through all its work and communications.

Attendance Target:

The Schools' Attendance Target for the academic year 2019-20 is 97%.

Members of staff responsible for Attendance:

The members of staff responsible for attendance matters at The Mosley Academy are:

Senior Leader Responsible for Attendance – Matthew Baxter (Headteacher)

Office and Financial Services Manager – Rebecca Carlton

School day:

The Times of the School day are:

08:50 Registration

09:00 Lesson 1

10:15 Break KS1

10:30 Break KS2
10:30 Lesson 2 (R/KS1)
10:45 Lesson 2 (KS2)
11:45 Lunch (R/KS1)
12:00 Lunch (KS2)
13:00 Register and assembly
13:20 Lesson 3
14:20 Break
14:30 Lesson 4
15:30 End of the school day

Pupil Absences:

Parents are asked to telephone the school on the first day of absence before 8.50 a.m. to inform the school that their child will not be attending. Parents must give reasons for the absence and an indication of when a child might be expected to return to school. A log of the telephone call must be made by the member of staff and passed to the office staff. The member of staff taking the message should then inform the relevant class teacher. Written confirmation for reasons of absence are also requested (but not mandatory if telephone notifications are logged).

- When a child is absent from school but no notification has been received, every effort is made to contact the parents to establish the child's location and reason for non-attendance

All children should be on the school site by **08:50**. Should a child arrive late to school, their parents / carers must sign them in at the school office / Reception.

Should a pupil have an appointment during the school day, they are to sign out at the school office / Reception. The responsible adult collecting the pupil should present themselves to the schools Reception. Documentation validating the date and time of the appointment should be provided.

Parent Responsibilities:

- To have children in class ready for teaching by the start of the day at 8.50 a.m.
- To inform school on **every** day of any absence.
- To make applications for leave in exceptional circumstances in writing on the Academy's 'Leave Of Absence Form', giving the reason for the request with as much notice as possible.
- To avoid medical and dental appointments during the school day.
- If parents, guardians or carers are worried about their child's attendance at school they should:
 - Talk to their child; it may be something simple that needs your help in resolving
 - Talk to your child's class teacher in the first instance

Rewards:

Children with 100% attendance through the year are rewarded with a book and certificate at the end of the school year. Attendance is announced in the weekly Friday assemblies and on the weekly newsletter. Classes with the highest attendance each week will receive extra playtime as a reward.