

# **Path4**

## **Attendance and Punctuality Policy**



### **Introduction**

Path4 is committed to providing an environment where every student can thrive academically, socially, and personally. We believe that excellent attendance and punctuality are fundamental to achieving success, building good habits, and maximising opportunities for learning.

### **Headteacher's Statement**

"At Path4, we recognise the vital role attendance and punctuality play in ensuring our students achieve their full potential. Regular attendance supports academic success, fosters social development, and prepares young people for the responsibilities of adult life. Every day in school counts. By attending regularly and arriving on time, students not only improve their chances of success but also demonstrate respect for their peers, teachers, and the learning process. I urge parents, carers, and students to prioritise attendance and punctuality as a key step towards excellence."

### **Aims of the Policy**

- To promote a culture of high attendance and punctuality.
- To ensure every student has access to the full curriculum and learning opportunities.
- To establish clear roles and responsibilities for staff, students, and parents/carers.
- To identify and address any barriers to attendance in partnership with families.

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### **Roles and Responsibilities**

#### **The Role of the Attendance Officer**

- Monitor attendance and punctuality daily, identifying patterns of concern.
- Contact parents/carers regarding unexplained absences or persistent lateness.
- Work with students, families, and staff to address barriers to attendance.
- Maintain accurate attendance records in line with school and legal requirements.
- Liaise with external agencies (e.g., education welfare officers) to support students with persistent absenteeism or lateness.

- Provide regular attendance reports to the Senior Leadership Team (SLT).

#### **Procedure for responding to daily absences**

- Attendance/Welfare officer start making phone calls from 10.15am
- Response/reason given for absence from parent/carer recorded on CPOMS
- Email sent out to commissioning schools by 10.30am.
- Unauthorised absences are followed up by home visits on the day between 10.30-11.30am.
- Home visits recorded on CPOMS and commissioning school notified of outcome.

#### **The Role of Parents/Carers**

- Ensure their child attends school every day and arrives on time, fully prepared for the day ahead.
- Inform the school of any absence as early as possible, providing a valid reason (e.g., illness, medical appointments).
- Avoid scheduling family holidays or other non-urgent appointments during term time.
- Work in partnership with the school to address any attendance or punctuality concerns.
- Respond promptly to communications from the school regarding attendance.

#### **The Role of Students**

- Attend school every day, on time, and ready to learn.
- Report to the appropriate staff member if late and follow school procedures for registering attendance.
- Take responsibility for catching up on any missed work due to absence.

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#### **Attendance Expectations**

##### **1. Daily Attendance**

All students are expected to attend school every day unless there is a valid reason for absence. Attendance below 95% will be closely monitored.

##### **2. Reporting Absences**

Parents/carers must inform the school office by 8:30 am on the first day of an absence, explaining the reason. If the absence extends beyond three days, further updates are required.

### 3. Punctuality

- School begins promptly at 10.00am. Students are expected to arrive at least 10 minutes early to settle in.
- Students who arrive after the designated time must report to the school office and may be marked as late. Persistent lateness will be addressed by the Attendance Officer.

### Addressing Persistent Absence and Lateness

- **Early Intervention:** The Attendance Officer will identify and contact families of students with attendance falling below 95% or recurring lateness.
  - **Support Plans:** Where concerns persist, the school may arrange meetings with parents/carers to create an Attendance Action Plan.
  - **Referrals:** Cases of persistent absenteeism or lateness may be referred to external agencies, such as the local authority education welfare team, in accordance with legal requirements.
  - **Sanctions:** In extreme cases, legal action may be taken against parents/carers for failing to ensure regular attendance.
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### Rewarding Good Attendance and Punctuality

Path4 believes in recognising and celebrating students who consistently meet or exceed attendance and punctuality expectations. Rewards may include:

- Certificates for 100% attendance.
  - Weekly recognition assemblies.
  - Letters/emails/text messages of commendation to parents/carers.
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### Monitoring and Review

This policy will be reviewed annually by the SLT to ensure its effectiveness in promoting good attendance and punctuality across the school.

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By working together, we can ensure every student at Path4 benefits from the opportunities provided by consistent and punctual attendance.

**Approved on: 03/08/2025**

**By**

| Name             | Position           |
|------------------|--------------------|
| Moinul Islam MBE | Head of Centre     |
| Alaur Rahman     | Head of Operations |
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