

ANNEX A - EMNETH ACADEMY LOCAL ATTENDANCE PROCEDURES

As a member of the Eastern Multi Academy Trust we are committed to our shared ethos on the safeguarding of young people and an important factor is the Academy's responsibility to ensure attendance at school.

Emneth Academy adopts the Trust attendance policy and we want to do our best for all young people and we believe that regular attendance at the Academy is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

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

The Academy will endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach his/her full educational achievement, a high level of education attendance is essential.

The Academy will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to celebrate good attendance with pupils and their parents or carers in order to highlight the importance of regular and punctual attendance. This includes:

- 100% attendance letters sent home at the end of each term
- Recognition for improved attendance
- Badges for 100% attendance at the end of the year
- Attendance assembly on a Monday, the class with the highest % attendance will receive a reward to be taken on a Friday afternoon.

There are a number of key personnel at the Academy that you will need to contact if you have concerns about attendance or need of support.

Roles and Responsibilities of staff at Emneth Academy:

| Name | Position | Role with attendance |
|---|---|--|
| Barney Rimmer | Principal | Attendance lead – please contact with any concerns |
| Tracy Hall Lindzi Morgan | Business Manager Child/Parent Support | Attendance officers. Please contact to discuss any concerns |
| Ruth Kerrison Leigh Didwell | Clerical Support | Contact to inform of absence; first day call back |
| Ellen Stanford Jackie Brenchley Amanda Norman Jessica Clarke Nicola Hazel | Reception teacher Year 1 teacher Year 2 teacher Year 3 teacher Year 4 teacher | Class teachers are the first port of call with regards to any concerns with attendance of your child |

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| Lauren Orviss Jonathan Parrish/Beverley Templeton | Year 5 teacher Year 6 teacher | |
| Rachel Beeson | Governor for Attendance | Monitors and audits attendance data |

Attendance of children at school is also key to ensure that there is effective safeguarding at the Academy. Below are the key personnel for Safeguarding and can be contacted via the school office 01945 583885.

Designated Safeguarding Lead (DSL): Barney Rimmer

Designated Safeguarding Lead (DSL): Louise Shanks

Alternate DSL: Lindzi Morgan

Alternate DSL: Jonathan Parrish

Named Safeguarding Governor: Mrs Rachel Beeson. Please contact the school office to contact Mrs Rachel Beeson.

In terms of reporting absence, we follow the Trust policy. This can be found by following the link on the website.

If there are persistent absences by a child and there are insufficient reasons for low attendance, the Academy will follow Fixed Penalty Notices and Fast track to attendance processes. This is made explicit in information packs sent to all parents/carers at the start of the academic year. Copies of the letters and other relevant information can be found on the school website.

At Emneth Academy we strive to ensure good attendance which is essential to safeguard and promote the welfare of all of our children.