

Attendance Policy – appendix

Yeoman Park Academy

September 2023

Contents

1 Registration..... 3
2 Lateness 3
3 Key Contacts 4

At Yeoman Park Academy, we adhere to the Diverse Academies Trust Attendance Policy.

[DAT Attendance Policy](#)

1 Registration

At the Main School Site, the majority of learners arrive via taxi and minibus and are met by staff and escorted to their classrooms. Debussing starts at 9.00am and lasts for approximately 20 minutes.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any learner who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register for the morning session must be completed by the class teacher by 9.35am. The attendance register for the afternoon session must be completed by the class teacher by 1.35pm (Attendance code / and \ for learners who are present). The registers are then returned to the school office.

All attendance records are documented using SIMS, which is supported by Diverse Academies. Attendance registers are legal documents, and these must be kept secure and preserved in accordance with policy.

2 Lateness

Any child who arrives after the doors have closed at 9.20am and before 9.35am will be marked as late in the register (Attendance code L). Learners arriving after the register is closed at 9.35am will be marked as late in the attendance record using an unauthorised attendance code.

(Attendance code U).

Learners who arrive late due to local authority transport issues (issues which are out of the control of the child, parent/carer and academy) will be marked as an authorised lateness.

Learners who have attended a dentist, doctor's or medical appointment, provided evidence of the appointment, and subsequently came to school later than 9.35am will have the absence recorded as a medical absence (Attendance code M).

Learners who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher sets the routine of the day and gets the learners prepared for learning.

3 Key Contacts

Contact the academy on 01623 459540 or office@yeomanpark-ac.org.uk

- Principal and Deputy Safeguarding Lead – Courtney Hoop
- Assistant Principal and Safeguarding Lead – Zoe Clayton
- Mental Health Lead and Deputy Safeguarding Lead – Vicci Coote
- Family Support Worker and Deputy Safeguarding Lead – Anna Green