



Attendance Policy

AIM

Raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and access to learning in the Academy.

OBJECTIVES

- To keep an accurate and up to date record of attendance.
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action to resolve.
- To improve attendance of individuals, groups and the Academy.
- To reward Young People with Excellent Attendance and provide incentives for Young People where attendance needs to improve (in accordance with the Rewards and Sanctions Policy)

THE LAW

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their Young People of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their Young Person's regular attendance at the school where they are registered.

If a Young Person of compulsory school age who is registered at a school fails to attend regularly at the Academy then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their Young Person is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Positive influences affecting attendance

- Parents / Carers acknowledging their responsibility
- Quality of Teaching
- Learning Environment
- Young People Feeling, safe, empowered & valued
 - Policy and practice which meets the principles of the Anti-Bullying Policy
 - Prompt interventions and resolutions to Bullying
 - Young People listened to and given opportunities to improve attendance
 - Effective use of rewards system
 - Effective use of behaviour for learning policy and sanctions grid

- Developing skills and furthering achievement
- Effective Leadership, Care, Guidance and Support for Young People
- Regular and accurate assessment to support learning
- Effective anti-bullying and behaviour management
- Excellent communication between Academy and Parents
- Reliability of Data
- Social, cultural and domestic circumstances
 - Coordinators for different cultural groups and issues to give dedicated support.
 - Anti Bullying
 - Travellers
 - Looked After Children & Young Carers
 - Emotional Literacy
 - Parent Support Worker
 - Networking with other agencies to support families and Young People into the Academy (Social Services, EWO, Locality, School Nurse, Skills Force, Paragon etc)
 - Senco and Intervention Team Support for Statemented Young People
 - Adequate in class support for Young People with learning difficulties
 - Nurture Groups

PROCEDURES

Assistant Intervention Manager for Attendance (ASSM):

- Work with Information Manager to monitor the Registration system, streamline and make adjustments to systems and procedures, to ensure accurate data.
- Liaise with Information Assistant for Attendance concerning unexplained absences and contact with parents regarding explanations.
- Provide regular attendance information to House Managers and SLT
- Develop a first day contact list - Identifying Young People with attendance concerns and working with the Information Assistant for Attendance to ensure that phone calls to Parents if no phone call has been received by the Academy (In conjunction with Information Assistant for Attendance)
- Liaise with Information Assistant for Attendance to monitor accuracy of attendance data.
- Keep staff informed of attendance issues
- Work with the Information Assistant for Attendance to keep Young People's contact & personal information up to date.
- Responsible for system of rewards policy and sanctions for attendance.
- Meet with parents to discuss attendance problems as soon as they are identified.
- Make referrals to the Education Welfare Service.
- Create individual packages and re-integration plans, where appropriate.
- Work with the EWO to look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes.
- Ensure that letters are sent out to Parents of Young People with less than 90% attendance. (In conjunction with the Information Assistant for Attendance)
- Hold regular Attendance Surgeries for Young People with less than 90% attendance in conjunction with the Education Welfare Officer and Parents.
- Liaise with House Managers to improve House attendance targets.

- Schedule and monitor Truancy Sweeps

Learning Zone Directors:

- Ensure differentiated work is provided for excluded students and long-term absentees.

Teaching Staff:

- Be a good role model for students, by being punctual and prepared.
- Give positive praise for students for arriving on time.
- Keep an accurate register.
- Inform House Managers and ASSM - Attendance when absence is causing concern.
- Take prompt action where Young People are late or absent without explanation.
 - Implement the Behaviour for Learning Policy and Sanction Grid
 - Refer to LZD for sanctioning missed lesson time
 - Refer to ASSM-A if YP is persistently late or absent from lesson

Parents / Carers

- Parents are responsible for ensuring that Young People arrive in the Academy every term day, on time to Register at 8.30am
- Parents must provide written explanation for all Young People's absences from Academy. Any unexplained absences will be marked as unauthorised.
- The Academy expects every Young Person to achieve 95% attendance
- Medical appointments or other appointments with external agencies must be notified to the Academy in advance in writing, and where at all possible, made outside of Academy hours.
- Young People not to be taken out of the Academy during term time except in special circumstances with permission from the Principal or a member of the Senior Leadership Team or Student Support Manager or ASSM-Attendance Manager.
- Notify the Academy as soon as problems arise with child's attendance.
- If no letter has been sent in advance telephone the Academy on the first morning child is absent.
- Where a Young Person has 80% attendance or below Parents will be called in to attend a meeting at school, and a referral will be made to Education Welfare Service
- A Young Person may not leave the Academy during the school day without permission from the Principal or a member of Senior Leadership Team or the Student Support Manager. A phone call will be made to parents to discuss the situation prior to releasing the Young Person
- Parents must ensure that the Academy has the correct up to date contact details for themselves, in case of emergency situations. We cannot release a Young Person from the Academy without contact with a parent.
- Issues affecting good attendance
 - Feeling Safe & Secure
 - Healthy Lifestyle – diet and adequate sleep
 - Spiritual, cultural, social development
 - Feeling empowered & Valued

Young People

- Arrive in time for registration by 8.30am every morning
- Arrive on time for lessons.
- Make sure a note is sent from parents to explain absences.
- Advise HM or SST if having any problems attending school.
- Must not leave the Academy between 8.30am and 3.30pm without permission from the Principal, a member of Senior Leadership Team, or the Student Support Manager.
- An Authorised Pass may be provided for pre-arranged absences to attend Medical or other authorised appointments.
- Issues affecting good attendance
 - Feeling Safe & Secure
 - Healthy Lifestyle – diet and adequate sleep
 - Spiritual, cultural, social development
 - Feeling empowered

Truancy

- If a Young Person is caught truanting a lesson or fails to provide a note indicating a legitimate reason for absence, this will be recorded as an un-authorised absence.
- Truancy results in the YP missing learning time, testing and assessments in lessons, therefore missing the opportunity to demonstrate achievement.
- Young People found outside the Academy Grounds between 8.30am and 3.30pm, without an Authorised Pass will be considered as Truancy. If seen by the police, the police will take action and may pick them up and return them to school.
- Parents will be informed of Truancy and if repeated will be asked to attend a meeting to discuss the issues.
 - Young people may be issued with an Attendance Report Card to monitor their attendance to lessons.
 - Targets will be set for Young People to achieve.
 - Rewards may be offered as an incentive to young people.
- Persistent non-attendance and truancy will lead to sanctions and referrals to the EWO

Lateness

- If a Young Person arrives in the Academy after 8.30am this will be recorded and will contribute towards their overall attendance percentage.
 - Arrival 8.30 – 9.30 am - Will be marked as Authorised Late in Registration and if no satisfactory written explanation is received from Parents / Carers. The amount of minutes late will be calculated over the week and an after school detention will be issued by the house managers to be served the following Tuesday.
 - Arrival after 9.30 am – Will be marked as Un-Authorised Late if no satisfactory written explanation is received from Parents / Carers. An after school DT will be issued for time missed from class by class teachers / Learning Zone Directors.
 - Arrivals after 10.45am – Will be referred to ASSM-Attendance for interventions and can lead to possible EWO referral. A 1 hour detention to be served with SIT team after school.

Attendance Banding – The Academy expects 100% Attendance from all Young People

100% - 95% Attendance – Green

- Rewards for 100% attendance and incentives for achieving.
- Certificates at the end of each term recognising achievement

95% - 90% Attendance – Light Green

- Incentives to increase attendance to target level of 95% or above
- Letter to parents encouraging Young People to improve their attendance towards the target of 95% or above

90% - 85% Attendance – Amber

- Regular contact with parents / guardians, other agencies involved with Young Person
- Letter to parents encouraging improvement in attendance, reminding that attendance levels directly relate to achievement and informing them that if attendance does not improve, there is likely to be a referral to EWO.
- Notify EWO of attendance level of Young Person
- Parents to be invited to attendance surgeries to discuss.

85% - 80% Attendance – Yellow

- Regular contact with parents / guardians, other agencies involved with Young Person
- Meetings with Parents and look at reasons for poor attendance.
- Use interventions designed to encourage YP to want to be in lessons.
- Referral to EWO

80% - 0% Attendance – Red

- EWO to issue fixed penalty notices and likely to prosecute through the courts.
- Parents / Guardians to attend meeting in school with ASSM & Young Person to try to resolve.
- Poor attendance results in poor achievement.
- Persistent Absentees will receive home visits from ASSM and EWO

Absences

- Holidays will not be authorised by the Academy during Term Time
- Special circumstance absence maybe reviewed on an individual basis.
- Where a Young Person's attendance is of major concern parents may be asked to provide written evidence from professionals or other agencies for all absences. (Medical, Educational Establishments etc.,)
- Parents must telephone the Academy on the morning of each day their Young Person is absent.

Support

- Attendance Report Cards (to combat lesson truancy and to support interventions).
- Attendance meetings and regular reviews with families.
- Meetings with Parents, EWO and other external agencies to provide support for Young People and their families.
- Re-integration programme on first morning back in school after long-term absence or exclusion.
- Phased re-integration timetables where appropriate.
- Reduced or part time timetables or other provision where appropriate.
- Differentiated curriculum where appropriate.
- Holiday Schemes
- EWO involvement including joint home visits.
- Group work for poor attenders.
- Regular Attendance Surgeries for Young People and Parents / Guardians to resolve issues.
- Referrals to Education Welfare Service.

Rewards (In accordance with the Rewards and Sanctions Policy)

- Postcards and letters home to inform parents of and celebrate excellent attendance achievements
- Rewards prizes, certificates and other positive responses to good attendance and group prizes for houses.
- Use of the Rewards Room for groups and individuals.
- Good attendance references to potential employers/colleges.
- Prize Draws / Visits / Opportunities in consultation with House Managers.
- Attendance at the Year 11 Prom is dependent on achieving 95% attendance. Discount may be given on the Prom tickets for Young people who qualify for invite to the Prom.
- Young People with Attendance of 95% and above will qualify for the annual reward trip.
- Providing 95% attendance is achieved over the academic year, the young person can exchange 10 House Points for £1 off the Prom ticket up to the total cost of the ticket.
- Termly Certificates and recognition of 100% attendance
- House Competition for Attendance- House with best attendance for the term / year will receive a cup.
- Termly House Points issued to Young People with Excellent Attendance
 - 100% Attendance – 3 House Points – per Term
 - 95% Attendance – 1 point – per Term

Sanctions (In accordance with the Sanctions Grid and the Behaviour for Learning Policy)

The Academy will use any of the following sanctions to fulfil its obligations with respect to attendance:-

Level 1:

- YP arriving between 8.30 & 8.45am will serve an after school detention. Parents will be informed of this in advance. YP will be reallocated to another day if they fail to attend the 1st detention.

Level 2:

- YP arriving after 8.45am will serve up to 1hour detention after school. Parents will be informed of this in advance.
- YP will be reallocated to another day if they fail to attend the 1st detention.

Level 3:

- Failure to attend the 2nd detention will result in referral to Student Support Manager
- No improvement in attendance may result in EWO involvement and referral.
- Parenting Contracts.
 - *Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age Young Person who is a registered pupil fails to attend the Academy regularly. This can result in the Academy offering the parent the opportunity to enter into a parenting contract following a pupil's truancy under section 19 of the Anti-social Behaviour Act 2003 (with The Governing Body).*
- Penalty Notices issued by the Academy for unauthorised absences of young people With poor attendance levels under 85%
 - *Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age Young Person who is a registered pupil fails to attend The Academy regularly. This can result in the school issuing a penalty notice under section 23 of the Anti-social Behaviour Act 2003 (by Principals and Vice Principals authorised by them).*
- Parenting orders or penalty notices can also be issued by the Education Welfare Service on behalf of the Local Authority (LA).
- Prosecution by the Education Welfare Service on behalf of the LA.

Parent guides to these measures are available on www.parentcentre.gov.uk
This policy will be reviewed annually.