



Attendance Policy

Approving Body	Headteacher
Date Approved	September 2018
Version	V.03
Supersedes Version	V.02
Review Date	3 Yearly
Legislation	Section 7 of the Education Act 1996 & Section 444(1) of the Education Action 1996



Aims

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents the importance of regular and punctual attendance.

Aims and Objectives

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the Academy through rewarding and target setting.
- To monitor and evaluate the processes on a regular basis.
- To give clear information on expected levels of attendance.

Attendance Legislation

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.

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

Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in school year that they reach sixteen.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from Academy and the absence is unauthorised.

Reporting Student Absence

When a student is absent from one of the academies, parents must notify no later than 9:30 am on each day of absence either via telephone or emailing the school. Failure to report absence will be followed up by our Attendance Officer.

The reported absence message is an answering phone service and as such a message can be left at any time of day or night. The message left ought to include in order:

- Student name and form
- Reason for absence
- Anticipated return date

This should be followed up in all cases with a note to the Attendance Officer stipulating the reason for absence. This could be done via a note handed in at Student Services.

First Day Call

The school operates a “first day call” system. This will mean that all parents can expect to be contacted on the first day of any absence if the school has not been previously informed, via telephone, text message or email. A satisfactory response to this communication will authorise this absence; otherwise it will remain as unauthorised.

Where contact has been attempted but no reply is received and absence continues, further action will be taken on the third day, including:

- Informing key staff
- A home visit
- Following of the “10 day” protocol

Holidays

All parents must complete a holiday form, however none of the academies authorise holidays, in line with the Government’s policies. Holidays during term time are marked as G. Exceptional circumstances would be authorised at the discretion of the Headteacher. However, even then we would take into consideration what year the student is and whether any exams or assessments are taking place at the requested time of absence.

Punctuality

A late gate is operated every day and students will receive a behaviour point if late to school without a justifiable reason. This is at the school’s discretion. Persistent punctuality issues will result in pastoral interventions.

In Year 11 attendance punctuality figures will be quoted when we are asked to give a reference for Sixth Form, college placements, apprenticeship and training providers as well as part time and full time employment.

The school bell will sound at 08.25 and all students are expected to move to their first lesson. A second bell will ring for the start of the lesson at 08.30. Students arriving to any session more than 3 minutes late will have their expected standards card marked.

Students arriving after the close of registers will be marked as absent for that session.

The 10 Day Rule

Students who have failed to attend school for 10 days will be dealt with according to an agreed protocol with the Children Missing Officer (CMEO).

1. The Attendance Officer will inform the tutor and Head of House of beginning of protocol
2. The Attendance Officer will contact the CMEO with the student details, nature of the problem and evidence of school contact.
3. The Attendance Officer/Early Help will attempt to make contact with the student, making a Home Visit where necessary.

4. If a child has a continued period of unexplained absence the academy will complete a home visit within 10 days. If the matter remains unresolved at this point the academy will contact the local authority children missing education team.
5. For a student who is subject to a child protection plan the academy will notify children's social care if there is an unexplained absence of up to 3 days and undertake a home visit within this time
6. Student will be reported as "child missing from education" and further welfare services will become involved.

This process will begin automatically once a student reaches the 10th day, but may start earlier at the discretion of the Attendance Manager.

Ongoing Monitoring

Heads of House will meet bi-weekly with SLT and/or the Attendance Officer to monitor all students but in particular:

- pupil premium students,
- free school meals students,
- looked after students,
- students who are persistently absent (below 90%)
- SEND students

Throughout this process accurate records will be kept.

Electronic Registration SIMS

All staff will use electronic registration SIMS for their tutor group and their subject classes. Where this is not possible, the member of staff affected must inform the Attendance Clerk immediately and take a paper register of the group – this can be obtained from the Student Services in an emergency.

Any missing or late registers will be chased up by the Attendance Clerk.

Persistent Absence

When a student is identified as a potential persistent absentee the Attendance Office/Manager will follow the following procedure:

1. When a student is identified as having 90% attendance, an initial contact letter will be made by the Attendance Manager/Officer with the parent and a conversation with the student will take place. Targets will be set to improve attendance.
2. A students' attendance will be monitored closely, but if no improvements are made and a student's attendance continues to drop then other forms of action will be taken.

In cases of persistent absence (deemed as that below 90%) the following procedure will be followed:

1. When a student is identified as having 90% attendance, Potential Persistent Absentee, a letter will be sent out to the parent by the Attendance Manager/Officer. This is to highlight the situation.

Heads of House may decide at this point to become involved, and parents will be invited into school.

2. If a student's attendance rate does not improve and a student is identified as having less than 90% attendance, Persistent Absence (PA), a second contact letter will be made by the Attendance Manager/Officer with the parent. This will ascertain the nature of any issues of which we ought to be aware. If no improvement Early Help involvement will commence, along with continued parental support.

Where students are meeting or exceeding their target we will make every effort to recognise and reward improvements in attendance.

Requests for Electing Home Education (EHE)

The school believes that the best education for all students is that provided by the school and in school. If a parent contacts school stating that they wish to remove their child from school in order to facilitate EHE, then the school will take the following steps:

1. Facilitate a face to face meeting with the parent making the request, failing this a phone call as a minimum from which notes are taken and copies provided to the parent
2. School will state that they do not believe that this request is in the best interests of the students
3. Endeavour to persuade the parent to change their mind
4. Use the standard Local Authority paperwork to be sent to the EHE team, clearly highlighting any safeguarding concerns and notifying the LA that the school does not believe that this request is in the best interests of the student
5. The student remains on the school roll and is expected to attend school at all times until the LA confirms they have undertaken their own checks and approved the EHE request
6. That if a student leaves the school roll for approved EHE, a letter is sent to the parent confirming this change and re-enforcing the school view that this change is not in the best interests of the student and the date on which the roll change was made

Truancy

Truancy from school is dealt with as a high priority and must be dealt with immediately. Parents will be invited by the Head of House/Attendance Officer to school to discuss the matter, arrangements for monitoring future attendance established and detentions organised for making up lost time.

Any recurrent problems with truancy from school will be referred to the Attendance Officer for further actions.

Truancy Sweep

Section 16 of the Crime and Disorder Act 1998 gives police officers in England and Wales the power to take students back to school or to another designated place.

Truancy sweeps will be carried out throughout the year without notice.

Signing In and Out

Students with appointments must show an appointment card or note from home to their Form Tutor. The tutor then alerts the school's Attendance Officer. On leaving the lesson, the student **must go to Student Services** where they will sign out in the signing-out book. Marks will be entered for the student for the remainder of the session where appropriate. Students sent home with illness must also go via the Student Services to sign out.

Students who arrive late to school for any reason will sign in at Student Services. Their register mark will be entered onto SIMS, along with the number of minutes late and, where appropriate, the reason for lateness.

Reward Strategies

There are a number of rewards put in place to positively encourage outstanding attendance. These include:

- Inter-tutor and inter-house competitions.
- Students receive house points for good and outstanding attendance. This contributes to further personal and house rewards via the vertical tutoring structure.
- Termly 100% positive attendance certificates sent home and celebrated in house assemblies and at the annual celebration evening.
- Tutor attendance ladders as part of tutor activities.
- Short term rewards.
- Praise phone call as part of our review week in particular.
- Praise letter for improved attendance.