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# Academy Attendance Policy

September 2010 – September 2013





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## 1. Rationale

The governors and staff are committed to providing a full and effective education for all students to ensure that they achieve their potential in all that they do. All students benefit from the education the Academy provides and from regular Academy attendance. Regular Academy attendance is crucial if students are to achieve their potential and meet the 5 outcomes of 'Every Child Matters'.

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve Economic well-being

Absence from the Academy, whatever the cause disrupts learning and will impact negatively on the life chances of all students.

### **Promoting good attendance is a whole school priority**

The Education Act 1996 requires parents or guardians to ensure that their children receive efficient full time education. Academies are responsible for taking pupil attendance registers twice a day; at the start of the morning session and at the start of the afternoon session. An entry code must be made in the attendance register for all pupils of compulsory Academy age who are on the Academy's admission role.

## 2. Aims – The Whole Academy Attendance Policy Aims

- i. For every student to achieve excellent attendance
- ii. Make attendance and punctuality a priority for all associated with Academy
- iii. Set targets to improve individual and whole attendance levels including statutory targets
- iv. Record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- v. Develop a systematic approach to gathering and analysing relevant attendance data
- vi. Provide support and advice and guidance to parents and pupils
- vii. Promote effective partnership with the EWS and other services and agencies. Implement positive recognition for good and improved attendance linked to reward systems

## 3. Roles



## **i. ROLE OF THE PRINCIPAL/GOVERNORS**

- Ensure that the attendance policy is implemented
- Complete attendance figures for the Local Authority and the DFE

## **ii. ROLE OF THE ASSISTANT PRINCIPAL (DATA)**

- Advise on and implement whole Academy strategies for improving attendance
- Monitor attendance data, analyse data in order to identify patterns, set targets, support and inform policy and practice.
- Early intervention to support students whose attendance is causing concern
- Hold weekly meetings with the EWO
- Liaise with Head of House's
- Co-ordinate attendance target groups
- Monitor whole Academy attendance schemes and reward
- Present attendance figures for Principal and Governors
- Ensure that all relevant staff is fully trained in procedures that relate to attendance.

## **iii. ROLE OF ASSISTANT HEADS**

- Meet with House heads on a weekly basis to discuss attendance issues
- Support with meeting parents when necessary
- Monitor House Attendance and support with strategies to improve poor attendance and celebrate good attendance
- Liaise with EWO as appropriate

## **iv. ROLE OF THE HEAD OF HOUSE**

- Work with form tutors to identify and take action if there is an individual attendance concern; all - unexplained absences to be followed up.
- To ensure that all registers are up-to-date.
- Meet with parents if there are attendance concerns.
- Investigate causes of absence and plan strategies with tutors, parents. EWO and outside agencies.
- To promote good Academy attendance by setting targets and award 'good/improved attendance' certificates as appropriate.
- To ensure that pupils who are absent for an extended period of time will have appropriate work sent home and re-integrated back in to Academy upon their return.

## **v. ROLE OF THE FORM TUTOR**

- As the first point of contact with pupils, tutors are crucial in promoting good attendance and punctuality.
- Form/class teachers take registers using SIMS LESSON MONITOR
- Watch out for patterns in a pupil's attendance/punctuality, investigate all absences



- Display attendance data and attendance information on notice board in tutor room
- Attendance figures discussed with tutor group on a weekly basis: 'House group LEAGUE TABLE'.
- Ensure that pupils update their personal attendance {student organiser} and work with individual pupils to set personal attendance targets {weekly basis}.
- All lateness to be monitored and discussed with individual pupils.
- Report to House Head all pupils whose attendance/punctuality is raising cause for concern.

## vi. ROLE OF THE PARENT/CARER

Section 444{1} of the **EDUCATION ACT 1996** states that 'If a child of compulsory school age who is a registered student at a school fails to attend school regularly at the school the parent is guilty of an offence'.

- Parents/Person with parental responsibility has a legal responsibility for ensuring that their child attends the Academy regularly and on time.
- Parents should support the Academy by avoiding, if possible non-emergency medical/dental appointments for their child during Academy time.
- Parents **DO NOT** have an automatic right to take their child out of the Academy for a holiday during term time.
- Contact Academy on the first day of absence and if possible indicate day of return
- Only the Academy within the context of the law can authorise absence. The fact that a parent has offered a note in relation to the particular absence does not oblige the Academy to accept the reason for the absence.
- All unexplained absences will be investigated and parents will be kept informed about any attendance concerns.
- Attend meetings about their child's attendance; support Academy in responding to concerns regarding attendance.
- Parents who fail to fulfil their responsibility can expect legal action; this may include: Penalty Notices/Fast Track to Prosecution/Parenting Orders.

## vii. STUDENTS

- All students are expected to be on the Academy site by 8.40am appropriately prepared for the day.
- At 8.45am students should be in their first lesson/registration
- Students who arrive after 8.45am must report to reception; their time of arrival at Academy will be recorded by the member of staff on duty and given a late slip.
- All students late without a valid reason will be expected to attend a 15 minute detention after the learning day finishes.
- Students are expected to remain in the Academy all day and will not be allowed to leave the Academy -site without permission.
- Poor punctuality is not acceptable; Students who consistently arrive late for the Academy day disrupt lessons and miss out on valuable teaching time.



- Truancy from Academy is taken seriously and parents will be informed at the earliest opportunity; Students who truant from lessons will be expected to make up the time they have missed and usually on the same day

## **viii. ROLE OF THE ATTENDANCE CLERK**

- Telephone/Text parents of pupils on the first day of absence {Keep Kids Safe School Communication System}.
- To focus on the attendance of 'targeted pupils' {PA pupils}
- Liaise daily with House Head to communicate absence/lates
- Contact members of staff who fail to have taken their registers
- Record authorised and agreed absences in registers
- Amend registers as required
- Provide attendance data for the Assistant Principal/House Head's/ EWO/Governors.

## **ix. ROLE OF THE EDUCATION WELFARE OFFICER**

- To provide advice and guidance on policies and government initiatives regarding student attendance.
- To work with the Attendance clerk/ House Head/Assistant Principal to follow up poor Academy attendance.
- To meet weekly with Year Managers; monitor registers regularly for individuals causing concern.
- To meet with House Heads and parents of pupils identified as needing support to improve attendance.
- To make home visits and maintain contact between parents, Academy and other external agencies.
- To Liaise with House Heads to pursue prosecution of parents for their child's poor Academy attendance.

## **x. LEAVE OF ABSENCE REQUESTS**

Unless there are special circumstances Sidney Stringer Academy will not authorise 'Leave of absence' during term time. All leave of absence applications must be made prior to the leave of absence; students with attendance of less than **94%** will not, unless for exceptional circumstances have their leave of absence authorised. If a parent takes their child on holiday in term time without the Principal's permission, or if a child fails to return from holiday within ten academy days of the expected agreed date of return, the Principal has the right to remove the pupil off the Academy roll. **{Appendix 1 Holiday in Term Time Policy}**.

## **xi. PERSISTANT ABSENTEESIM {PM}**

A student becomes a '**persistent absentee**' when their attendance falls below **80%** at any time during their Academy life. Absence at this level is detrimental to a child's education



All students whose attendance have fallen to **80%** or are at risk of moving towards the PA will be monitored rigorously through the Academy 'tracking procedure'. PA pupils will be placed on a 'First Day Alert' whereby the Academy will text/telephone parents if pupils fail to arrive at Academy for morning registration.

**All PA students are automatically dealt with by the EWO**

#### **4. Penalty Notices**

The Academy may issue 'Penalty Notices' in respect of unauthorised absence in accordance with the local code of conduct. A Penalty Notice will be issued if a child has 10 or more sessions of unauthorised absence in any 5-week period. **{Appendix 2 Code of Conduct: Penalty Notice}**

#### **5. Working with other agencies**

Poor Academy attendance can be the result of difficulties faced by a child or family, and a cause of other problems such as exclusion; pupils with low levels of attendance tend to have other complex issues therefore a co-ordinated approach by a number of agencies can assist these pupils and their families.

Regular referral meetings with will be held to support the co-ordination of service provision and to build on good practice.

Review Date: March 2012

Attendance Policy to be reviewed every two years