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# Attendance Policy

May 2017



## 1. Rationale

The governors and staff are committed to providing a full and effective education for all children to ensure that they achieve their potential in all that they do. All children benefit from the education the Academy provides and from regular Academy attendance. Regular Academy attendance is crucial if the children are to achieve their potential

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

### **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 child 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 HEAD/GOVERNORS**

- Ensure that the attendance policy is implemented
- 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 children whose attendance is causing concern
- Hold weekly meetings with the EWO
- Co-ordinate attendance target groups
- Monitor whole Academy attendance schemes and reward
- Present attendance figures for Governors



- Ensure that all relevant staff is fully trained in procedures that relate to attendance.

#### iv. ROLE OF THE CLASS TEACHER

- As the first point of contact with children, teachers are crucial in promoting good attendance and punctuality
- Class teachers take registers using SIMS LESSON MONITOR
- Watch out for patterns in a pupil's attendance/punctuality, investigate all absences in conjunction with head.
- To ensure that all registers are up-to-date
- Meet with parents and Head if there are attendance concerns
- Investigate causes of absence and plan strategies with 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 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.



## vi. Children

- All children are expected to be on the Academy site by 8.40am appropriately prepared for the day
- At 8.45am children should be in registration.
- Children who arrive after 8.45am must report to the office; their time of arrival at Academy will be recorded by the office staff.

## vii. ROLE OF THE ATTENDANCE CLERK- (Admin Assistant )

- 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 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 Head's/ EWO/Governors.

## viii. 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/ Head to follow up poor Academy attendance
- To meet weekly with Head; monitor registers regularly for individuals causing concern
- To meet with 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 Head to pursue prosecution of parents for their child's poor Academy attendance.

## ix. LEAVE OF ABSENCE REQUESTS

Unless there are exceptional 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. If a parent takes their child on leave of absence in term time for more than 5 days, the academy will pursue the issuing of a fixed penalty notice in line with the amendment to Education (Pupil Registration England) regulations 2013). If a child fails to return from a term time 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.

## x. PERSISTANT ABSENTEESIM [PA]

A student becomes a '**persistent absentee**' when their attendance falls below **85%** at any time during their Academy life. Absence at this level is detrimental to a child's education



All children whose attendance have fallen to **85%** 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 children are automatically dealt with by the EWO**

### **4. Penalty Notices**

The Academy will pursue the issuing of 'Penalty Notices' in respect of unauthorised absence in accordance with the local code of conduct. A Penalty Notice will be issued

- i) if a child has 10 or more sessions of unauthorised absence in any 5-week period
- ii) If a pupil is absent from the academy for more than 5 days due to unauthorised term time holiday.

### **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 will be held to support the co-ordination of service provision and to build on good practice.

### **6. End of Term Attendance Rewards**

At the end of each term there is a special reward for children who have achieved attendance at 100%. The Head and the School Administrator organise and lead on the end of term attendance incentives.

#### **Attendance Certificate**

Children with weekly 100% attendance, receive a special attendance certificate, in family assembly to take home and keep. This rewards those who achieve excellent attendance.

**Pupils achieving 100% attendance for the whole school year, are eligible for the special end of year reward.**

#### **Sharing attendance data**

Pupils are informed on a weekly basis of attendance/punctuality achievements. The class achieving the highest attendance/punctuality attendance are shared in weekly assemblies.

**This develops healthy competition between year groups to improve attendance. It also engages the form teacher in conversation with their classes about attendance.**

#### **Parent/teacher consultation evenings**

This provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. The class teacher then monitors this.

