

ATTENDANCE AND PUNCTUALITY

This policy is complementary to other Academy policies, particularly those relating to Managing Student Behaviour through Recognition, Rewards and Positive action, The Home – Academy Agreement and the Tutorial Cycle.

This policy has taken account of DCSF *Guidance for Schools and Local Authorities – Absence and attendance Codes*.

Purpose

To promote excellent attendance that will contribute to maintaining a positive Academy Ethos and Culture and secure a climate for Effective Learning and Achievement.

Objectives

1. To promote full attendance to the Academy
2. To reward students and celebrate the success of students who achieve good, excellent or improved attendance
3. To challenge student attendance where it falls below expectation (95%), ensuring appropriate levels of support and intervention are maintained
4. To engage with external agencies, including Education Welfare to monitor, support and intervene where attendance is a cause for concern and falls below 85%

Guidelines

The Guidance has four Appendices:

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| Appendix 1 | Procedures for Registration, Lateness, and Absence |
| Appendix 2 | Roles and Responsibilities for Monitoring, Support and Intervention |
| Appendix 3 | Registration Codes |
| Appendix 4 | Leave of Absence |
| Appendix 5 | Attendance Certification and Standards |

Appendix 1

Procedures

Registration

All students are required to attend the Academy Monday – Thursday 8.30am to 3.45 pm and 8.30 am to 3.15 pm on Friday. Additional activities may be arranged where the finishing time will be approximately 4.30pm.

In order to record attendance at the Academy the students are registered at each session using an electronic registration system.

Students may arrive at the Academy between 7.45 am and 8.25 am each morning.

All learning tutors must take a register within each learning session (preferably at the start of each session) during the Academy day.

At Personal Tutor time the Personal Tutor will also take a register and will follow up lateness and absences with individual students, reporting any alterations to the Academy Attendance Officer.

Lateness

Any student arriving after 8.30 am should go to tutorial as normal and report to the teacher who will issue a ten minute detention. Three lates or more in a term will result in a 45 minute Head of House detention. Repeated lateness will be followed up by the Attendance Officers with the student concerned and if the problem continues then with parents/carers. If lateness is persistent (and occurring as unauthorised absence), follow up should involve the Education Welfare Officer.

Persistent lateness should be managed in accordance with the Policy for Managing Student Behaviour through Recognition, Rewards and Positive Action (see Appendix 2 of this policy).

Absence

All student absence must be notified to the Attendance Officer as soon as possible on the day. This may be done by telephone on the first day, with the reason for absence and expected return or a letter clearly labelled for the attention of the Attendance Officer. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances. If Personal Tutors receive absence notes from parents/carers they must be forwarded to the Attendance Officer and placed on the student's file.

If the Academy has not received notification the Attendance Officer will telephone the parent/carer confirming that the student is absent and ask for an explanation. The Personal Tutor will be advised of the reason for absence (via the electronic register) and a note of the contact will be entered on the student's file. The Attendance Officer will update the register and inform the Personal Tutor and if appropriate the Head of House / Behaviour Support Officer of any unusual or extended absences.

The Personal Tutor should support the monitoring of any absences which remain unauthorised. (A note can be placed in the student's organiser requesting an explanation from parent/carer/ telephone calls home/updating attendance records as part of parent consultation meetings). If the absence still remains outstanding the Attendance Officer will produce further letters to be sent to the parent/carer referring the matter to the Assistant Principal.

Planned absence

Any planned *unavoidable* absence should be negotiated with the Principal and will require approval. Parents /carers must complete a Leave of Absence form (see Appendix 2) from the Academy Reception.

Holiday

It is Academy policy to decline holiday requests except in exceptional circumstances as it impacts negatively on the continuity of education of all students. If a parent decides to go ahead with the proposed leave, absences will be marked as unauthorised and a penalty notice may be issued. It is the responsibility of all parents to ensure that their child maintains an acceptable standard of attendance at school and unauthorised absences may be referred to the Local Authority who may, if appropriate, consider issuing a Penalty Notice or other legal action.

Leaving the Academy

During the Academy day students must not leave the Academy premises without permission. Students are only allowed to leave the Academy during the day under the following circumstances:

- ◆ Students can only leave the Academy if prior written permission is received from parent/carer. On leaving the premises the student should sign out and sign in on their return. If the Student is attending a medical / dental appointment, appointment cards may be required to authorise absence.

Appendix 2

Roles and Responsibilities

Monitoring, Support and Intervention including Education Welfare

The Personal Tutor and the Attendance Officer are responsible for daily monitoring of attendance and punctuality (see Appendix 1). The Personal Tutor and the Attendance Officer should seek support from the Head of House where there are concerns regarding absence and/or lateness. All incidents of known truancy should be reported to the Attendance Officer and Head of House.

Where further support is needed for the student regarding their attendance and school, they should be referred to the Senior Leadership Team.

Where the student's absence is of serious concern this should be reported to the Local Support Team (Local Authority) who are the statutory body for prosecution of parents and carers.

Attendance - DAILY

The Personal Tutor will:

- Take the register for students in the Tutor group (and buddy tutor if absent)
- Monitor missing marks (N codes)
- Monitor punctuality (L codes)

The Attendance Officer will:

- Contact parents / carers where there is an unexplained absence (telephone contact beginning at 11.00am / letters sent home where no contact made)
- Produce a Late report detailing students who have been recorded as more than 10 minutes late to session 1
- Receive calls/ contact from parents regarding absence and update the register accordingly.
- Pass on relevant information to PTs /Head of House / Inclusion officer regarding unusual or long term absences
- Amend the registers

Attendance – WEEKLY

The Personal Tutor will:

- Monitor the weekly 'Attendance Reports' – following up missing marks with students / relevant staff / parents

The Attendance Officer will:

- Produce a weekly Attendance Report and place in the PT folder
- Produce a weekly punctuality report and circulate to Head of House for students who have accumulated more than 30 minutes of lateness in the previous week.
- Amend the registers from information returned by PTs on the 'Attendance Report'

Attendance – ONGOING

The Personal Tutor will:

- Monitor and review student attendance looking for patterns and trends with regard to absences
- Celebrate the achievement of students who achieve excellent attendance
- Review attendance and punctuality formally with students and parents / carers as part of consultations
- Seek support from Head of House where there are concerns about student attendance

The Attendance Officer will:

- Monitor and review student attendance looking for patterns and trends with regard to absences; generating reports every 4 weeks for Head of House.
- Monitor and review student punctuality; generating reports every 2 weeks for Head of House.
- Produce reports for General Administration to generate praise postcards for students who achieve 100% attendance (termly / annually)
- Produce reports for General Administration to generate certificates for students who achieve good attendance (96%-99.9%), annually.
- Produce reports for student attendance at 96% and below for monitoring, support and intervention by the Head of House.
- Seek support from Head of House or BSO where there are concerns about student attendance /punctuality

Positive Action to Improve Attendance

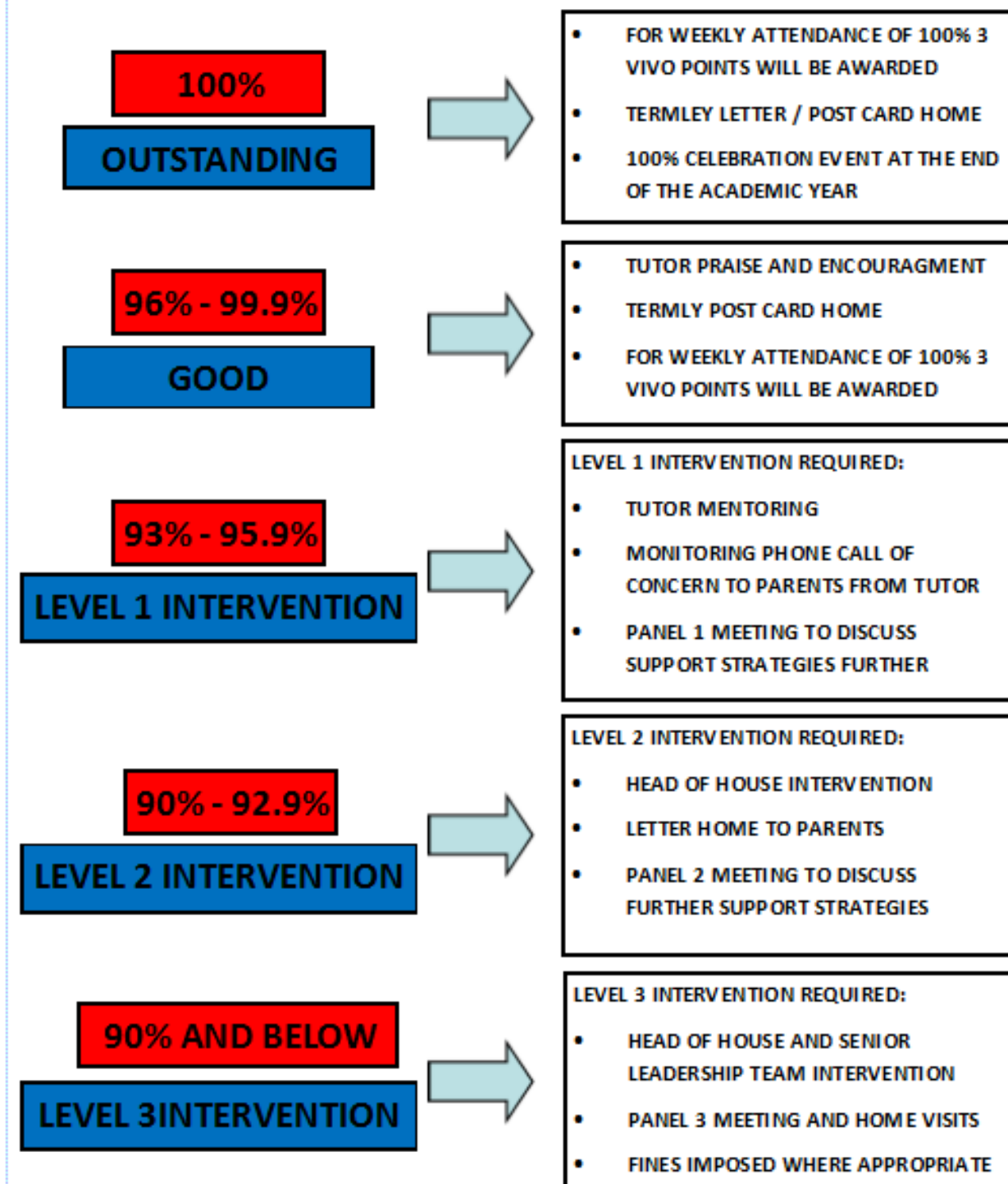
Student Support

All students have access to a support network in school. Students with concerns can speak to any member of staff and can see their Personal Tutor (PT), Behaviour Support Officer (BSO), attendance officer or Head of House (HoH) before school, at break, at lunch time or after school. We also have a trained counsellor within our student support team.

Students with attendance issues are identified and are given extra support to help them manage their behaviour in school.

Level of Intervention
Level 1 – 93-95.9% Attendance Tutor Intervention – tutor mentoring and monitoring phone call of concern to parents from personal tutor. Panel Meeting 1 to discuss further support.
Level 2 – 90-92.9% Attendance HoH Intervention – Letter to parents/attendance Panel Meeting 2 to discuss support strategies further
Level 3 – 90% and below Attendance HoH and Leadership Intervention – attendance Panel Meeting 3 and home visits. Local Support team involvement. Fines imposed where appropriate

QEMS ATTENDANCE TARGET



FOR WEEKLY ATTENDANCE OF 100% 3 VIVO POINTS WILL BE AWARDED



PUNCTUALITY LATENESS TO TUTORIAL

LATE TO TUTORIAL



TEXT MESSAGE HOME (ATTENDANCE OFFICE)
TUTOR ISSUES STUDENT WITH A 10 MINUTE TUTORIAL DETENTION



FAILED TO ATTEND

TUTOR TO ISSUE STUDENT WITH LATE DETENTION SLIP TO ATTEND A 20
MINUTE TUTORIAL DETENTION



FAILED TO ATTEND

TUTOR TO SEND EMAIL TO HEAD OF HOUSE TO INFORM OF STUDENT'S NONE
ATTENDANCE. STUDENT PLACED IN HEAD OF HOUSE DETENTION



FAILED TO ATTEND

SLT DETENTION ISSUED

PERSISTANT LATENESS WILL RESULT IN LETTERS HOME AND ATTENDANCE
PANEL MEETINGS

Appendix 3 - Registration Codes

Code	Explanation	Statistical meaning	Authorisation	INPUT
/ \	Present at registration	Present	LTs / PTs	LTs / PTs
B	Educated off site	Approved Educational Activity	VP / P	AO
C	Other authorised circumstances	Authorised Absence	VP / P	AO
D	Dual registration	Approved Educational Activity	VP / P	AO
E	Excluded	Authorised Absence	VP / P	AO
F	Extended family holiday	Authorised Absence	P	AO
G	Family holiday (not agreed or in excess of agreement)	Unauthorised Absence	HEAD OF HOUSE / VP / P	AO
H	Family Holiday	Authorised Absence	P	AO
I	Illness (NOT medical or dental appointments)	Absent	PTs / HEAD OF HOUSE	AO
J	Interview	Approved Educational Activity	PTs / HEAD OF HOUSE	AO
K	Internal exclusion	Present	DOS / HEAD OF HOUSE	AO
L	Late (before registers closed – 30 mins)	Present	LTs / PTs	LTs / PTs AO
M	Medical dental appointments	Authorised Absence	PTs / HEAD OF HOUSE	AO
N	No reason yet provided for absence	Absent	LTs / PTs	LTs / PTs AO
O	Unauthorised Absence (not covered by any other code)	Unauthorised Absence	HEAD OF HOUSE / VP / P	AO
P	Approved sporting activity	Approved Educational Activity	PTs / HEAD OF HOUSE	AO
R	Religious observance	Authorised Absence	PTs / HEAD OF HOUSE	AO
S	Study Leave	Authorised Absence	LTs* / PTs *	LTs* / PTs* AO
T	Traveller absence	Authorised Absence	HEAD OF HOUSE / VP / P	AO
U	Late after register closed	VP	LTs / PTs	AO
V	Educational Visit	Approved Educational Activity	PTs / HEAD OF HOUSE	AO
W	Work Experience	Approved Educational Activity	LTs / PTs	AO
X	Untimetabled sessions (post 16 only)	Not counted in possible attendances	DOS	AO
Y	Forced and partial closure	Not counted in possible attendances	P	AO

 Authorisation by PTs / LTs



Appendix 4

LEAVE OF ABSENCE REQUEST

To the Principal

APPLICATION BY PARENT/CARER FOR THEIR CHILD'S LEAVE OF ABSENCE FROM ACADEMY

Student's Name: _____ Year: _____ Tutor Group: _____

Address: _____

I wish to apply for my child to be absent from Academy for:

Reason for absence: _____

First date of intended absence: _____

Date of intended return to Academy: _____

Please state below why this is necessary in term time (please continue on a separate sheet if necessary):

Number of days in total: _____

I confirm that the above activity is essential and cannot take place outside of Academy time. I have checked the Academy's "Calendar of Events" and the dates requested do not coincide with my child's Academy commitments, e.g. examinations.

Signed: _____ (Parent/Carer) Dated: _____

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AS SOON AS POSSIBLE AND NOT LESS THAN FOUR WEEKS IN ADVANCE.

NOTES

Penalty Notice for leave of absence

The Department for Education makes it clear the head teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances.

Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a penalty notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

For more information please use the following links:-

www.staffordshire.gov.uk/education/welfareservice/attendance

<http://www.lfatg.org.uk/wp-content/uploads/sites/20/2013/05/lfatg-policy-attendance.pdf>

Any absence over 10 days not pre-arranged may result in the removal of your child from the Academy roll.

For Office Use Only

- 1 Child's attendance at date of application: _____
- 2 Number of Late sessions: _____
- 3 Previous days leave of absence within Academic Year
- a) Holiday _____
- b) Exceptional Circumstances _____
- 4 Examination timetable checked? ☐
- 5 **Approved:** Absence/Attendance Code: **C D F G H J M O P R T V W**
- Not Approved:** Reason: In line with Academy policy/other _____
-
-

Signed: _____
Principal

Dated: _____

Attendance Officer

Dated: _____

Appendix 5 - Attendance Certification and Standards

Every student will be issued with a statement of their attendance annually. For students who have achieved good, outstanding or 100% attendance this will be accompanied by a certificate and Vivo credits. For students who have shown significant improvement in attendance (but fall below the 96% 'Good' standard) Vivo credits may be awarded.

Where attendance falls below 96%, depending on individual circumstances, improvement is needed. There will be monitoring, support and intervention as appropriate (shown in Appendix 2).

Where attendance falls below 93% this is a cause for concern and will be monitored by Education Welfare; appropriate support and intervention will take place (see appendix 2).

Where attendance falls below 90% this is a serious cause for concern and may constitute Persistent Absence (as identified by DCSF). Intervention from Education Welfare will be requested by the Academy and appropriate support and intervention will take place (see appendix 2).

Standard	Attendance rate	Action	Frequency
100%	100%	'100% Attendance' Vivo certificate (3 credits weekly)	weekly
Good	96% - 99.9%	'Good Attendance' Vivo credits (3 credits per full week)	Weekly Termly
		See appendix 2 for appropriate monitoring, support and intervention.	
Needs Improvement	Below 96%		
Cause for Concern	93 – 95.9%		
Serious cause for Concern	Below 90%		

Academy average attendance = 96%

- 90% attendance = ½ day missed every week
- 90% attendance over 1 year = 4 missed weeks
- 90% attendance over 5 years = ½ Academy year missed

Appendix 6 - Changes to Code of Conduct for Penalty Notices Commencing 23rd February 2015:

Penalty Notice for Unauthorised leave of Absence

Removing the requirement for attendance to be below 87% before a Penalty Notice can be issued.

Clarifying that a parent can now receive more than one Penalty Notice per academic year.

Confirming that ten sessions of unauthorised absence do not have to be consecutive and only last two sessions have to be for unauthorised leave of absence (i.e. 2 G codes rest can be O or U)

Confirming that the period for calculating the ten sessions will be based on the previous rolling calendar year.

Penalty Notice for Persistent Unauthorised absence.

Can be considered where there are at least 20 sessions (10 school days) lost due to unauthorised absence during the current and previous terms. These absences do not need to be consecutive.

Parents will now only receive one warning notice period (of first 20days for the purposes of issuing a penalty fine) in an academic year after which the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs in the remainder of the academic year.

Persistent Late Arrival at School Code 'U'

A penalty notice can be considered for persistent late arrival at school i.e. after the register has closed where there are at least 20 sessions of late arrival in the current and previous term. These lates do not have to be consecutive.

Fines and Payment Period

Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days

Please note this fine applies to 'per parent/carers and per child' therefore likely to be higher in many cases.

In cases of unauthorised leave of absence both parents or carers will be fined regardless of which one applied for the leave.