



Attendance and Punctuality Policy and Procedures

Policy prepared by:	RW/SG/JC
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Policy to be reviewed on:	7 th July 2016 for September 2016

Attendance and Punctuality

The purpose of this policy is to ensure that the Academy promotes good attendance and Punctuality. Fundamental to this is that the students are encouraged to feel that the Academy is a welcoming place where they are valued.

Legal Responsibilities

- Parents, schools and Local Authorities share legal responsibilities in respect of school attendance.
- Parents of children of compulsory school age must ensure that they receive an efficient and suitable full-time education either at school or otherwise.
- All schools must keep an attendance register on which, at the beginning of each morning and afternoon session, a student must be marked present or absent.
- Schools must ensure that parents are fulfilling their statutory obligation as to their children's attendance including where necessary by Fixed Penalty Notices and action through the courts.
- The Principal has the discretion to authorise absence for exceptional circumstances of up to 10 school days.

AIMS

The aims of this policy are:

- To ensure regular attendance and punctuality to school.
- To ensure that attendance is effectively monitored and absences followed up.
- To support students who are having difficulty attending and arriving on time.

In operating this policy, the Academy will:

- Identify and address problems affecting attendance as speedily as possible.
- Liaise with primary feeder colleagues.
- Use the Inclusion team to reintegrate and support students as appropriate.
- Inform parents regularly about attendance and punctuality and encourage them to support the Academies procedures for promoting regular attendance.
- Work closely with a range of other external agencies such as Children's Social Care, Family Support Services, School Nurse Team and Educational Psychologists.

Entitlement

All students should have access to:

- Regular feedback on their own attendance and punctuality.
- A positive school environment where their presence is valued.
- A relevant and differentiated curriculum.
- Support if they find difficulty in regularly attending and support with reintegration if they have been absent for a long period

Authorised and Unauthorised absences

- All absences have to be categorised as either authorised or unauthorised by the Academy. Authorised absences are those for which there is an acceptable reason. Unauthorised absence is truancy, or absence for an unacceptable reason. Only unauthorised absences can be used if ultimately a parent is taken to court.
- Tutors simply mark students as present or absent, the Attendance Team will categorise absences on receipt of a letter, text or telephone conversation.

Review of Policy

This policy will be reviewed annually by the Senior Team/Jayne Carlyle working with associated staff and students

For detailed responsibilities please see Appendix 1 - "The TEC Attendance Pathway". In

addition:

Attendance team

- To monitor, review and implement Attendance Pathway
- Issues to be reported to relevant Head of House

- To regularly meet with HOH to monitor Attendance Pathway

Head of House

- To be provided with data relating to attendance on a weekly basis by M Armstrong
- Co-ordinate and monitor the work of the tutors in their house team, using assemblies and publicity and the rewards system to promote good attendance
- Have an in-depth knowledge of all the students in their house group - working closely with Assistant Head of House and tutors to set attendance targets
- Make sure the Attendance Pathway is followed

Assistant Head of House

- Work closely with Head of House to support tutors in improving and monitoring good attendance across the house group
- To follow the Attendance Pathway in improving and maintaining good attendance

Form Tutor

- Promote, improve and monitor attendance and punctuality in their form group
- Maintain a specified area in the form room to display attendance data
- Discuss attendance concerns in weekly house team briefings
- Follow Attendance Pathway noting form tutor responsibilities at appropriate times

Students

- Attend regularly and on time, properly equipped and ready to learn
- Attend all lessons punctually
- Be prepared to catch up with any work missed due to absence

- Report any issues that may be preventing regular attendance to staff

Parents

- Ensure their child attends school regularly and on time
- Inform the school before 9.30am of the reason for their child's absence
- Inform the school promptly of any issues preventing regular attendance
- Work actively with the school to resolve any issues impacting on their child's attendance
- Ensure routine medical appointments and holidays are not arranged during school hours

Registration

- The Academy uses SIMS registration system
- The Academy will complete accurate registers at the beginning of each morning and during afternoon registration. Registration begins at 8.40am and if the student is not present at this time they will be marked as late. If a student arrives after the register has closed they should report to the attendance office to be entered as late. They will be marked as having unauthorised absence for that session unless there was an acceptable reason for the lateness
- If breakdown occurs a manual register will be taken and sent to the attendance office
- All contact from parents regarding students' absence will be stored on their record on SIMS and student file
- The register is a legal document and must be marked accurately, recording students' attendance or absence and in the latter case, if authorised or unauthorised
- A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance

Target Setting

The Academy will set targets for attendance annually in line with national figures and represent an improvement on the previous year. This absence target is the total number of absences which the Governing Body intends that students at the Academy will not exceed in the school year, expressed as a percentage of the total possible attendances by students at the Academy.

Absence during term time

From the 1st September 2013 legislation does not allow the Principal to grant any leave of absence during term time.

Punctuality

It is the responsibility of Admin Attendance staff to

- Sign in any student who is late to school and enter late mark on Sims
- Follow the agreed punctuality procedure for all late students (see appendix 2)

It is the responsibility of the Head of House, Assistant Head of House, Student Support, Admin Attendance staff to maintain the Punctuality system (appendix 2)

High expectations and modelling good punctuality will be the responsibility of all staff. Pastoral teams will strive to reinforce high expectations through assemblies, mentoring and parental meetings.

Appendix 1





TEC Attendance Pathway

Normal procedure

98 - 100%	□	Praise and encouragement. On track for Tec ticks rewards to maintain excellent Attendance and monitored by Form Tutor.
95 - 97%	□	Intervention by Form Tutor to see if any support or encouragement is needed
91 - 94%	□	Heads of House discuss during team meetings and agree intervention steps. J Carlyle to liaise and work with HOH
90 - 94%	□	<u>High Risk.</u> Heads of House to plan and advise intervention programme including letter home/meeting with parents
90%	□	<u>Persistent Absence category</u> A combination of intensive solution focused casework, legal intervention if appropriate. Continue tracking progress and planning towards improvement. Implement action plans. Review and co-ordinate resources to support the pupils.
Below 80%	□	<u>Intensive monitoring</u> and intervention actioned by Heads of Houses in liaison with J Carlyle. Work with parent/carer. Consider/Monitor, prosecution, targeted work/support with Multi- agencies.

Appendix 2

Punctuality

Late - On the day		Text sent home to make parents aware - Break detention with HOH
Late 3 times		Text sent home to make parents aware of the clear expectations and standards of punctuality
Late 5 times		Parents are contacted by HOH, Assistant HOH or Jayne Carlyle. A plan will be put in place with parents and students to support better punctuality.
Further lates		Escalated to all lateness to be dealt with by HOH. All incidents of lateness to be dealt with by HOH

From 8.40 students name will be recorded on the gate and marked Late.

If names are not recorded on the gate student must sign in at Main reception and a late mark will be given.

The above punctuality appendix runs for one term and renews the next term

