

# Academy Attendance Policy

## Rationale

Students who attend regularly on time achieve much more than students with poor attendance.

## Aims

- To create a positive Academy ethos where regular attendance is valued.
- To maximise student attendance.
- To raise levels of achievement.
- To monitor and respond quickly to any student absence.
- To work in partnership with students, parents and external agencies.
- To meet all legal requirements regarding recording and documenting attendance.

## Objectives

- To communicate expectations effectively with all members of the Academy community.
- To monitor the attendance of all students.
- To monitor and target intervention strategies for students whose attendance is a cause of concern.
- To have a home, student and Academy contract identifying Academy expectations
- To clarify all roles and responsibilities relating to the management of attendance.
- To agree and clarify daily routines.
- To reward and encourage regular attendance.
- To celebrate good attendance.
- To identify and implement a series of sanctions/consequences for poor attendance.
- To have an effective Bullying Policy.
- To support students with attendance difficulties.
- To provide 'secure & safe havens' before, during and after school for vulnerable students.
- To provide an alternative curriculum which is relevant and appropriate to the needs of students.

## Guidelines and Additional - Information for All Academy Staff

### Introduction

The primary function of the Academy is to educate students, to deal with them as individuals and to maximise achievement.

In order to achieve our aim of education and maximising student achievement it is essential that all students attend regularly.

Attendance management leading to improvement is a complex issue. We need to act consistently setting expectations and giving more praise than criticism.

## Communication of Expectations, Sanctions and Procedures

### The Student planner contains information about: -

- A Caistor Yarborough Academy Contract - covering attendance issues signed by: the student, the parent and the Academy; -
- Aims and expectations relating to attendance, including taking holidays in term time;
- Rewards for good attendance.

### Admission Meetings

Any new admit attends a meeting with his/her School staff. The importance of good attendance and the Academy expectations are clearly and thoroughly explained to both the parent and student.

### Newsletters

Regular newsletters are sent home with students. The Academy's expectations are regularly stated and reinforced. Information regarding attendance rewards and certification is documented in newsletters. Each newsletter is available on our Academy website.

### School Communications

Each week attendance data is emailed to the relevant form tutors. If there are any issues or concerns, related to attendance, they are raised at the weekly Schools' meetings.

Termly meetings between Form Tutors and School Staff are used to discussing students and related issues. School staff ensure they are in regular contact with parents, when appropriate.

### Attendance Support

Each Progress Lead will monitor students with poor attendance, with support from our Attendance Officer.

### Student Reports

Attendance rates will be printed on all student reports.

## Attendance and Absence Information

Children are required **BY LAW** to attend school

- You should arrive at the academy in the correct uniform, equipped for the day by 8.50am. The first bell will ring at 8.57am and you have 3 minutes to arrive at your first lesson.
- You will receive a late mark if you arrive after the register has closed.

There is a strong link between attendance and achievement, so if you want to do well and reach your full potential you must attend the Academy **every day**.

***Research by the Department of Education suggests that just 17 days missed from school equates to the drop of one GCSE grade.***

## Completing Registers

### Morning registration 8.50 to 9.10 am

- Registration begins at 9am with Form Tutors meeting their forms and registering them;
- A student who arrives after 9am will be registered as **LATE**;
- Morning registers will remain open until 10:00;
- Afternoon registration will be at the start of Period 4 – 13:15.

## Registers

The Academy uses BROMCOM, to record attendance.

- All teachers/staff will call their register at the start of every lesson and save it immediately;
- When the teacher calls the register, each student should be called by name and they should respond in a formal manner e.g. “here sir”, “present miss” etc.
- The register will be marked using the agreed codes (see codes);
- A mark must be entered as the register is called;
- Boxes must not be left blank;
- If a student arrives late a late mark (L) must be entered.

## Amendments to registers

- Amendments to registers are entered manually by Progress Leads;
- All absences, where the Academy has not been given a reason, (entered in the register as N) will be followed up by the Attendance Officer and codes will subsequently be changed from **N** to the appropriate code such as **M** for medical or **I** for illness etc.

## Attendance Codes

Please enter the correct codes for absence wherever possible. If students are absent for no known reason an (**N**) should be entered. This absence will to be followed up immediately by the Attendance Officer or Progress Managers. A note from parents, a telephone conversation or information from the Progress Leads can be acceptable to authorise absence.

/ Present (AM)

\ Present (PL)

**B** Educated off site (not dual registered)

**C** Other authorised circumstances

**D** Dual registration

**E** Excluded

**F** Extended family holiday (agreed)

**G** Family Holiday (not agreed)

**H** Family Holiday

**I** Illness

**J** Interview

**L** Late before registration closed

**M** medical/dental appointment

**N** No reason yet provided for absence

**O** Unauthorised absence

**P** Approved sporting activity

**R** Religious observance

**S** Study leave

**T** Traveller absence

**U** Late after register closed

**V** Educational visit or trip

**W** Work experience

**Z** Do not use

## Categorising Absence

### Unauthorised or Not Known

Caistor Yarborough Academy categorises truancy as a student who absents himself/herself from the Academy without the parents’ consent or knowledge. Routine procedures in the Academy try to ensure that in all cases of truancy or where an absence is unknown parents are quickly made aware of this absence by the Attendance Officer /Progress Manager. Where an absence is truancy the Progress Manager will enter the appropriate code into the register.

If no contact can be made with a parent about their child's absence the absence will remain unauthorised.

### **Illness**

Children can attend school with minor ailments such as toothache, headache, stomach ache, colds and sore throats. Over the counter medication should be given to your child before school and you should send them in. Often children improve during the day, however if your child worsens we will contact home. Children should stay at home if they have sickness and diarrhoea.

The majority of absence at Caistor Yarborough Academy is either condoned by the parent or as a result of illness, medical or domestic/social issues. Quite often parents ring up and inform the Academy staff that their child is ill to cover up for unauthorised absence. Where the attendance of a student falls below 92% and illness is given as a reason for this absence, parents may be asked for a doctor's note to verify that this and other illnesses are genuine. Where a parent has a history of claiming their child has been ill, with a variety of illnesses resulting in sporadic attendance, the Academy will not authorise these absences without a doctor's note or other medical evidence.

### **REPORTING AN ABSENCE**

It is the responsibility of the parents/carer to notify the Academy if their child is absent. Please do not use other siblings to report absences. **All absences should be reported to the Academy by 9am on the first and EVERY day of the absence providing an explanation for the absence.** Failure to notify the Academy of an absence will result in a text message and email being sent home, followed by a telephone call. If a valid reason is not received by the Academy, the absence will be recorded as unauthorised.

### **MEDICAL APPOINTMENTS**

Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed should be kept to a minimum. Medical evidence should always be provided and if it is not provided the Academy may not authorise the absence.

### **Holidays**

Holidays in school time account for a significant percentage of the persistent absence (PA). The Academy operates the following policy on holidays:

#### **Holidays in School Time**

##### **REQUESTS FOR LEAVE OF ABSENCE**

Children are not entitled to holidays during term times. Any request for leave of absence must be made to the Principal at least 4 school weeks prior to the date. Requests will only be authorised if deemed to be **exceptional circumstances**. If you still choose to take your child out of the Academy and the request has not been granted, the absences will be recorded as unauthorised and the local authority may be requested to issue a Fixed Penalty Notice.

### **Roles and Responsibilities**

#### **Form Tutor**

Form tutors have a very important role to play in the attendance management of their Form. They will praise students for good attendance and constantly reinforce the Academy's expectations.

Students are registered every lesson. Form tutors can also deal with any attendance issues, which have been brought to their attention.

Registration should make a purposeful and positive start to the day and will involve a registration activity. One registration period per week is taken up with an assembly.

The other registration periods can take advantage of interventions, PHSE programmes, literacy and numeracy packs provided or involve the form in discussions about topical issues. Tutorial sessions should set the tone for the rest of the day. Form tutors should also identify regular tutorial periods where they look at student homework and encourage record keeping on their phone software.

#### **School Staff**

Monitor attendance every session and co-ordinate all action related to attendance of students within their School; involving close liaison and communication with Form Tutors, subject teachers and parents.

Where attendance problems are more persistent, School staff will provide 1 to 1 monitoring with the student and will progress using the Attendance Pyramid as and when required.

**Attendance Officer**

The Attendance Officer (AO) is responsible for the Academy's first day response and monitoring student attendance. Where a student is absent and no reason has been given, the AO will contact home. If they are unable to contact by phone PL will be notified and may undertake a home visit. Where students have a track record of poor attendance, the Attendance Officer will keep a record of contact using CPOMs.

**Progress Leads**

Attend any Attendance Panel meetings to discuss the attendance of individual students in their year and to identify possible actions. PL can also refer a child.

**Assistant Head: WBS**

The Assistant Head: WBS oversees and monitors Academy attendance and punctuality and initiates whole Academy policies, as required. This is done through liaison with the Pastoral team.

**Expectations**

The 'Expectations' poster is displayed on the walls of classrooms and around the Academy. This identifies the behavioural attributes you want students to display in your lesson/area and around the Academy. Staff communicate expectations to students regularly, stating why it is important and in their best interest to attend regularly and choose to behave appropriately.

**Parents****Parents:**

- Are responsible for ensuring their child attends the Academy on time, every day, properly dressed and equipped and in a fit condition to learn;
- Should inform the Academy by 9 am on the first day of any absence and every day thereafter;
- Must provide medical evidence for absences due to illness when requested. This can be a doctor's note, medical appointment card, copy of a prescription or medication or any other official medical proof;
- Should liaise with the Academy if the absence is likely to be prolonged to allow for suitable work to be set;
- Should not make medical/dental appointments for their child during Academy hours. Where this is unavoidable medical and dental appointment cards must be provided to the Academy to authorise the absence;
- Should not be taking children on holiday during term time given that any financial saving is unlikely to outweigh the educational costs to the child;
- Have the right to expect the Academy to keep them promptly informed of any concerns which may arise over their child's attendance or punctuality;
- Will be regularly informed of attendance which is a cause for congratulation and the names of their children will be published in the Academy Newsletter.
- Should work with school staff and other agencies to improve school attendance.

**Students****Students:**

- Are expected to attend all lessons punctually;
- Are responsible for ensuring that they receive their mark, especially if late by reporting to School office to sign in;
- Who experience attendance difficulties will be offered prompt support from the Form Tutor and School staff;
- Will be presented with House or Headteacher's Commendations for excellent attendance.

**Rewards**

Rewarding students' 'good' attendance is seen as a vital part of encouraging and promoting attendance across the whole Academy community.

- Students with 100% attendance for a term gain certification and a point towards the House Award.
- Any student who attains a full year of 100% attendance will receive an additional point towards their House.

- Within the House competition students will earn points for 100% attendance, No Consequences and having full equipment and Uniform. Forms are checked every week to check uniform and equipment.
- Students with over 97% attendance qualify for an end of year trip, under the condition that they have an average A2L of 2 or better and are in the top 30% of the school population. This may be a day trip to a UK theme Park.

### **Sanctions**

- Students below 92% attendance or have a history of poor attendance will be monitored by tutors on a half termly basis through 1 to 1 meetings.
- Attendance below 90% is regarded as Persistent Absence (PA). Where a student's attendance
- falls below 90% consideration will be made to referring to Lincolnshire Council who may decide to take legal action. This could mean applying for an Education
- Supervision Order, issuing a Penalty Notice which is a fixed penalty fine or prosecution under section 444 of the Education Act 1996. The maximum fine for the offence is £2500 or up to 3 months' imprisonment.

### **Punctuality**

Punctuality is taken seriously at Caistor Yarborough Academy. If students are not punctual, they handicap themselves when seeking work in the future. This can impact on the rest of their lives. To improve and establish good habits of punctuality students who are late 3 and more times will receive a break time detention. Where punctuality is a constant problem, the Academy staff will contact parents and discuss the problems.

### **SEN Support**

Students on the SEN register set specific targets through their EHCP and regular reviews are held with teachers, parents and students to monitor progress. Students identified as requiring additional support will have attendance targets built into their EHCP to address their needs. NB. See Special Needs Policy for additional detail. Where progress is not being made by the student, they may be referred to our SENCO and outside agencies such as The Early Help Team, Children's Social Care and other supportive agencies.