



The Shared Learning Trust

THE STOCKWOOD  
PARK ACADEMY

## Attendance Policy 2015-2016

### Rationale

If students are to benefit from education, punctuality and good attendance are crucial. The Academy will actively promote and encourage 100% attendance for all students and encourage all students to improve their attendance.

Our Academy will give a high priority to conveying to parents/carers and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish strong home – school links and communication systems that can be used whenever there is a concern about attendance so that these can be effectively identified and addressed.

We will do all we can to ensure maximum attendance for all students and strive to achieve our Academy target of 96%.

### Strategies

The Academy will:

- Ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law.
- All Form Tutors to accurately complete am registration.
- Complete class registers accurately for each lesson and pm registration.
- Stress to parents/carers the importance of contacting staff early on the first day of absence and follow up any unexplained absences.
- Display attendance rates around the Academy and reward good and improved attendance of all students.
- Promote positive staff attitudes to students returning after absence.
- Consult with all members of the school community and the EWS in developing and maintaining the whole school attendance policy.
- Regularly evaluate attendance procedures.
- Include attendance information and related issues in termly house newsletters to students parents/carers.
- Work towards ensuring that all students feel supported and valued. We will send a clear message that, if a student is absent, she/he will be missed and to recognise the needs of the individual student when planning re-integration following significant periods of absence.
- Parents/carers will be made aware of their responsibility to ensure their son/daughter leaves for school on time and provide explanation for absences. They will be discouraged from taking holidays in term time.

### Procedures for communicating with Parents and Carers

#### Absence Letters:

- All parents/carers are encouraged to contact the Academy Attendance Officer (or reception) as early as possible on the first day of their child's absence.



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- If no contact is made from the parents on the morning of the student's first day of absence, the Attendance Officer will send a message via our 'Truancy call' system.
- The Attendance Officer will also complete 2nd calling to parents/carers.
- If the student has not returned after 5 days or has not provided an authorisation note, the Attendance Officer will pursue the absence with parents/carers
- If no response after 6 days, EWO will visit the family home.

#### **Early intervention procedures for pupils whose attendance falls:**

- Below 92% attendance over a rolling 3 week period → letter of concern sent by Attendance Officer.
- If there is no improvement the Attendance Officer may request a meeting with the parent/carer and/or notify the EWO.
- If there is still no improvement a penalty notice warning is sent or the case becomes "live" to the Education Welfare Service.
- Students arriving late after close of register causing <90% attendance are sent an unauthorised late letter by the Attendance Officer.

#### **Registration and Punctuality**

##### **Marking of Registers:**

- Staff has a legal obligation to complete the register accurately.
- This will be completed in SIMS.
- All notes from students must be passed on quickly to the Attendance Officer.
- Tutors should check that notes have the name of student, tutor group and dates of absence.
- Tutors should follow up on all absences.

Teachers need to allow enough time to complete their registers electronically in their lesson. **Also Form Tutors need to complete am registration before 9.10am and classroom teachers must complete pm registration before 2:15pm.**

It is a **teacher's** responsibility to give details to the ICT technical staff of any technical problems that prevent them from completing electronic registration.

##### **Morning Registration (PFL)**

Students, who arrive after 8:40am, should be given a late mark (L) – this counts as a "present" but shows that the student did not arrive on time. They stand in the late queue where they will be informed of their same day after school detention with their House Leader (A list will be sent to the House Leader by the attendance officer of those students late that day).

Registers close at 9.10am. At this time teachers will need to "save" their register.

Anybody not arriving by 8.40am will be marked absent ("U") and will sign in with the Attendance Officer. If a reasonable excuse is not provided in writing, a late detention will be given, which will be served at end of the academy day.

Students who do not attend this detention they will be seen by their House Leader and given an after-school detention of 60 minutes. Students who do not sign in when late will automatically receive a 30 minute detention from their House Leader.



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### **Afternoon Registration (2.10 -2.15pm)**

Afternoon registration occurs during period 5 and is performed by their subject teacher. Students arriving after 2:15 should be marked as late "L". At 2:15 teachers should "save" their register. (However, the register should be left open to record later arrivals)

Students arriving after 2:15pm will record the student as "L" – which is "late Mark".

### **Arrival at Lessons**

If students arrive after the majority of the class and do not have an excuse they should be detained by the class teacher, as stipulated in the Academy's Behaviour for Learning Policy.

If a student is persistently late they should be referred to the Curriculum Leader and if there is still no improvement they should be referred by the Curriculum Leader to the House Leader and parents/carers informed.

### **Lesson registration - Post Registration Truancy**

- Class Teachers should register students in all lessons using SIMS (note that there are a small number of areas within the Academy – eg the PE Block – where this is not possible due to the a wireless connection not being available, in which case a paper register will be taken. PM registration is transferred from paper copy to SIMS by PE staff).
- Each student must be coded either present (/), late (L) or absent (N).
- Any suspicious or known absences of students who were in am registration (PFL) should be notified to the House Leader/Attendance Officer.
- After checking with the Form Tutor, the House Leader and "SPOT" staff, if the student is missing the Attendance Officer should contact parents/carers.
- Regular, planned lesson attendance checks will take place and actions taken where truancy is discovered.
- A combination of regularly generated reports and occasional planned "spot checks" will help monitor post registration truancy.

### **Roles and responsibilities**

#### **Form Tutors**

Tutors are the people who know the students best. They have the most contact with them and are usually aware of the outside influences. Their intervention is imperative if we are to improve attendance.

- Give attendance/punctuality a high profile.
- Monitor registration via printouts provided by the Attendance Officer
- Passing notes from parents/carers to the Attendance office to ensure that they are coded.
- Asking students for "authorisation" notes and, if not received, –
- sending out "date of absence" letter to parents – this can be filled in and left in the register for the Attendance Officer to post out
- applying sanctions for notes not received – informing the House Leader if a note has not been received within 3 school days of an absence



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- Informing the House Leader if a student is at home due to personal reasons, which would not prevent them from studying. If work is sent home they can be 'C' coded, or if a member of staff is providing tuition at home 'B' coded.
- Encouraging students to inform school if they intend to leave for a new school and taking the lead in recording new addresses and phone numbers.
- In line with the Education (Pupil Registration) Regulations 2006, all term-time leave should be discouraged unless there are exceptional circumstances.
- Where a student has sporadic days off or patterns of absence are identified; which causes a student's attendance to fall below 92% over a rolling 3 week period, a discussion will be required with the student, support offered and attendance monitored on a weekly basis.
- Any notes from phone calls home or absence notes should be passed to the Attendance Office promptly.

#### House Leaders

- Monitor the work of their form tutors in fulfilling the above role
- Give attendance / punctuality a high profile and include it as a standing item on the agenda of House Team Meetings (which take place on a fortnightly basis).
- Off-rolling students where they have moved schools with confirmation received from the new school or remained on extended leave past the return date set. Passing information to the Attendance Officer will ensure that procedures are followed to off roll as soon as possible.
- Discouraging term time leave and obtaining work for those students where it is unavoidable.
- With the Attendance Officer/Assistant Principal implement plans to achieve improved attendance.
- Implement the school system of rewards and sanctions (see the Behaviour for Learning Policy).
- Support/monitor the work of form tutors. Ensure completion of electronic registration. Agree plans of action about individual students.
- Meet with parents/carers and the Attendance Officer to discuss concerns about attendance of identified students.
- Work with the Assistant Principal and the Additional needs Team to create individual packages and integration plans.
- Meet with the EWO and the Attendance Officer on a three weekly basis in order to complete register statistic checks for all students below 92%; discuss live cases/penalty notices, and making referrals to EWS.

#### Attendance Officer

- Give attendance and punctuality a high profile.
- Posting out letters of concern (1 and 2).
- Working with students and families where Form Tutor intervention has not had the desired impact.
- With the House Leader, make referrals to the EWS where planned intervention has had no impact on attendance.
- Make first day contact with parents/carers of students who are not in school and where the reason for absence is not known between 9:30 – 11:30am.
- Registering students who are late.
- Meeting with House Leaders and the EWO on a three weekly basis.
- Meeting with the Assistant Principal and EWO on a regular basis.
- Completing register totals on a weekly basis.
- Completing annual school returns to the Government.
- Meeting with and calling parents for pre-referral meetings.
- Conferencing students with poor attendance.



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- Producing reports on attendance. These include, but are not limited to:
  - Weekly list of unaccounted absences for tutors
  - 3-week "official register"
  - Letters to students requesting notes
- Daily and weekly lateness
- With the Assistant Principal producing "league tables", targets and other charts to promote attendance.
- Maintaining attendance notice boards.
- Analysing attendance figures to provide useful information on attendance of individuals, groups and the whole Academy.
- Carrying out post registration truancy checks.
- Completing CME (Children Missing Education) Proformas.
- Assist Assistant Principal in highlighting students to be included in the 'Incentive based Attendance Initiative'

#### Education welfare Officer

- Potential referrals can be discussed with EWO who will suggest the most appropriate course of action.
- Ensure Pre-referral letter is sent by the Academy.
- Attendance at pre-referral meetings and admission meetings (as and when required).
- Attendance at CP conferences, Child in Need, Core Group, strategy, planning meetings and SLM's
- Parents informed that their child is involved with the EWO.
- Meet with House Leader and Attendance Officer on a three weekly basis for Register Inspections
- Meet with the Attendance Lead on a regular basis (at least once per half term).
- Meet with the CP Officer where concerns arise and complete referrals as appropriate
- Feed into EHA and Pre EHA
- Complete Penalty Notice process for unauthorised absences or casework; whichever is appropriate
- CME visits, casework and ad hoc home visits
- Completing CME Proformas and forward to the CME Co-ordinator.
- Advise school as to best practice and new regulations regarding attendance and child protection.
- Complete Termly and Annual reports
- Provide attendance analysis reports where appropriate

#### Class Teachers

- Take a register for every lesson.
- Follow up suspicious absences.
- Act on lateness.
- Inform admin team of any changes required to class lists.
- When requested, provide work promptly for absent students.

#### Curriculum Leaders

- Ensure that class lists are updated following any changes.
- Ensure that teaching staff are taking class registers in every lesson.
- Provide work for students that are to be educated offsite.

#### Assistant Principal – Attendance

- Give attendance and punctuality a high profile.

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- Ensure that the Attendance Policy is complied with and reviewed annually with Heads of House and the EWS.
- Meet with the Attendance Officer (Weekly) and EWO (half termly) on a regular basis.
- Support and monitor work of the Attendance Officer and House Leaders (re attendance and punctuality).
- Ensure that individual students, form groups and houses are aware of their attendance.
- Liaise with/work alongside the EWO in producing an annual attendance action plan.

#### **Phasing in of returning absentees**

Where a student has been absent for an extended period, and if parents/carers and the child desire it, a phased return may be organised by the House Leader in conjunction with Additional Needs Manager, the Education Welfare Officer and other agencies where appropriate. The precise nature of this depends on individual circumstances but may, for example, include the student spending some time in the inclusion area, attending mornings only, carrying an attendance report. Close monitoring should be undertaken by the House Leader to ensure the effectiveness of chosen strategies.

#### **Term Time Leave**

The Education (Pupil Registration) Regulations 2006 have been amended and came into force w.e.f. 1<sup>st</sup> September 2013. The amendments remove references to 'holiday' and extended leave of absence as well as the statutory threshold of ten school days. The Principal may not grant any leave of absence during term-time unless there are exceptional circumstances. It is the Principal who will determine the number of school days a student can be away from school should the leave be granted. Requests for leave of absence should not normally be granted for the purposes of a 'holiday'. The law does not give any entitlement to parents to take their child on 'holiday' during term time. The Principal has the discretion to authorise leave of absence only in exceptional circumstances.

All applications for leave of absence must be made in advance by the parent(s)/carer(s) that the pupil normally resides with and will need to meet the strict criteria (refer to the relevant proforma/request form). Unauthorised term-time leave may result in a penalty notice being issued for each parent per pupil.

Students whose parents/carers wish to take term-time leave should collect the request form for their parents/carers to complete. This is handed to the Attendance Officer who will add the attendance figures before it is passed to the *Principal for a decision*. The relevant House Leader will also be consulted. *The decision is then passed to the Principal's PA to produce the relevant letter and to inform the Attendance Officer and the EWO of the decision (and of relevant dates of absence).*

#### **Locker After Children**

All Looked after Children will have the LAC Coordinator, an Assistant House Leader or their form tutor as their key worker.

Where attendance issues arise with Looked after Children the Attendance Officer or EWO will liaise with the student's key worker to decide together how to proceed.

#### **Religious Observance**

The Academy will follow the guidelines set by the government and the Luton Education Welfare Service with regard to matters relating to religious observance and attendance.



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The Education Regulations (2006) state that: "schools must authorise absence that is due to religious observance but the day must be:

- Exclusively set apart for religious observance
- Set apart by the parents/carers' religious body (not the parents/carers themselves)

If the religious body sets apart a single day for religious observance and the parents ask for 4 days leave of absence, the school is only required to allow two days per annum (one day per festival). The remainder is discretionary leave. All requests for discretionary leave must be made in advance."

Bearing the above in mind the following will apply:

- In the all cases, eg Eid, (unless advised otherwise by the EWS) one day will be authorised and coded 'R'.
- Any additional days will have to be requested in advance, and a reason for the request provided.
- The Academy will then decide whether the request is reasonable and should be granted.
- Any further agreed days will be coded 'C'.
- Any further days that a student takes which have not been authorised by the Academy will be marked as unauthorised absences.
- The Academy will not generally authorise additional days retrospectively.

Circumstances where the Academy will not authorise additional days include:

- To go shopping prior to the religious observance day.
- To prepare food etc for the day.
- To 'recover' after festivities.
- To pick up/drop off relatives at the airport.

As with all authorised absence, the Academy will, wherever possible, look at the individual circumstances and may consider the student's attendance record when deciding whether to authorise additional days.