



## Attendance Policy

**Last  
Reviewed:**

**Sep 2018**

**Next  
Review:**

**Sep 2019**

### RATIONALE

If students are to benefit from education then 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 through targeted support as necessary.

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 Trust Manager for Pupil Attendance and Welfare in developing and maintaining the whole school attendance policy.
- Regularly evaluate attendance procedures.
- Include attendance information and related issues in termly house newsletters to student's 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.
- Issue Penalty Notices to parents who refuse to support improvement in their child's attendance in line with the Local Authority Code of Conduct.

## 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.
- 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, Trust Manager for Pupil Attendance and Welfare will visit the family home.
- Procedures for pupils whose attendance falls are highlighted in Appendix A.
  - Early intervention - Parents communicated with when attendance falls below 95%
  - Support - The attendance officer will meet with parents to discuss issues
  - Fixed Penalty Notices – Can be issued if parents fail to support improvement in their child's attendance

## REGISTRATION AND PUNCTUALITY

### Marking of Registers:

- Staff have 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.
- Students who are late will be sanctioned in accordance with the Behaviour Policy. (See Appendix B)

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.

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

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 Head of Year (A list will be sent to the Head of Year 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.

Any pupil not arriving by 9:10am 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.

### Second Registration

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 taken to the Behaviour Support Room, 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 Head of Year 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. Second 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 Head of Year/Attendance Officer.
- After checking with the Form Tutor, the Head of Year 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 then applying sanctions for notes not received – informing the Head of Year if a note has not been received within 3 school days of an absence
- Informing the Head of Year 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 amended 1st September 2013, all requests for term-time leave may not be granted by the principal 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.

- If any information raises concern of a safeguarding nature then this information will be passed to the safeguarding team immediately.

#### **Head of Year**

- 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 Trust Manager for Pupil Attendance and Welfare 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 discussion of Local Authority court action.
- Where attendance and absence issues raise safeguarding concerns then this information will be shared with the safeguarding team immediately.

#### **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 Head of Year, make referrals to the Trust Manager for Pupil Attendance and Welfare 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 Head of Years and the Trust Manager for Pupil Attendance and Welfare on a three weekly basis.
- Meeting with the Assistant Principal and Trust Manager for Pupil Attendance and Welfare 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.
- 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 and Liaising with the Designated Safeguarding Lead and Trust Manager for Pupil Attendance and Welfare
- Assist Assistant Principal in highlighting students to be included in the 'Incentive based Attendance Initiative'

### **The Shared Learning Trust Manager for Pupil Attendance and Welfare.**

- Potential referrals can be discussed with the Trust Manager for Pupil Attendance and Welfare 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 Trust Manager for Pupil Attendance and Welfare.
- Meet with Head of Year and Attendance Officer on a three weekly basis for Register Inspections
- Meet with the Attendance Lead on a regular basis (3 weekly).
- Meet with the Designated Safeguarding Lead where concerns arise and complete referrals as appropriate
- Feed into EHA and Pre EHA
- Issue Fixed Penalty Notice Warning Letters to all who meet the criteria under the Local Authority code of conduct.
- Create and maintain interventions for persistent absentees.
- Complete Penalty Notice process alongside Assistant Principal (Delegated Authority) for unauthorised absences or casework; whichever is appropriate ensuring compliance with the Local Authority Code of Conduct.
- Create and maintain all paperwork relating to the issuing of Penalty Notices
- Track all Penalty Notices that have been issued.
- Ensure that all Penalty Notices are sent to the Local Authority as per the code of conduct.
- Oversee commencement of legal proceedings through the academy issuing of penalty notices or initiate prosecution action where the criteria of the Local Authority Code of Conduct has been met.
- Liaise with the Local Authority EWS where legal proceedings have commenced under statutory duty.
- 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.
- Support and attend any meetings as required by the Principal.
- Complete Monthly and Annual reports
- Provide attendance analysis reports where appropriate
- Complete the Irregular Attender Returns Form for each pupil who meets the Local Authority criteria and forward to the Local Authority EWS on a half termly basis as per the EWS code of conduct.

### **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**

- Review attendance policy (in conjunction with the TSLT Manager for Pupil Attendance and Welfare) annually to ensure it is fit for purpose
- Line management of Attendance Officer
- Give attendance and punctuality a high profile.
- Meet with the Attendance Officer (Weekly) and Trust Manager for Pupil Attendance and Welfare (2 weekly) on a regular basis.
- Support and monitor work of the Attendance Officer and Heads of year (re attendance and punctuality).
- Hold staff to account regarding their statutory obligations for attendance.
- Ensure that individual students, form groups and houses are aware of their attendance.
- Liaise with/work alongside the Trust Manager for Pupil Attendance and Welfare in producing an annual attendance action plan.
- Hold an overview of attendance at The Stockwood Park Academy, including the attendance of groups and interventions to improve academy attendance.
- Feedback to governors on the above
- Is the Delegated Authority for The Stockwood Park Academy for the process of issuing Penalty Notices in conjunction with the Trust Manager for Pupil Attendance and Welfare.
- Liaise with the safeguarding leading to ensure protocols adhere to the Keeping Children safe in Education statutory guidance (2016) (See Absconding Policy - Appendix C)

## **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 Head of Year in conjunction with Special Educational Needs Coordinator, the Trust Manager for Pupil Attendance and Welfare 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 or carrying an attendance report. Close monitoring should be undertaken by the Head of Year 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. 1st 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 will result in a penalty notice being issued by the academy for each parent per pupil as per the Local Authority code of conduct.

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 Head of Year 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 Trust Manager for Pupil Attendance and Welfare of the decision (and of relevant dates of absence).

## LOOKED AFTER CHILDREN

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

Where attendance issues arise with Looked after Children the Attendance Officer or Trust Manager for Pupil Attendance and Welfare 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.

School attendance Guidance for maintained schools, academies, independent schools and local authorities November (2016) state that:

*“Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which 12 the parents belong. Where necessary, schools should seek advice from the parents’ religious body about whether it has set the day apart for religious observance.”*

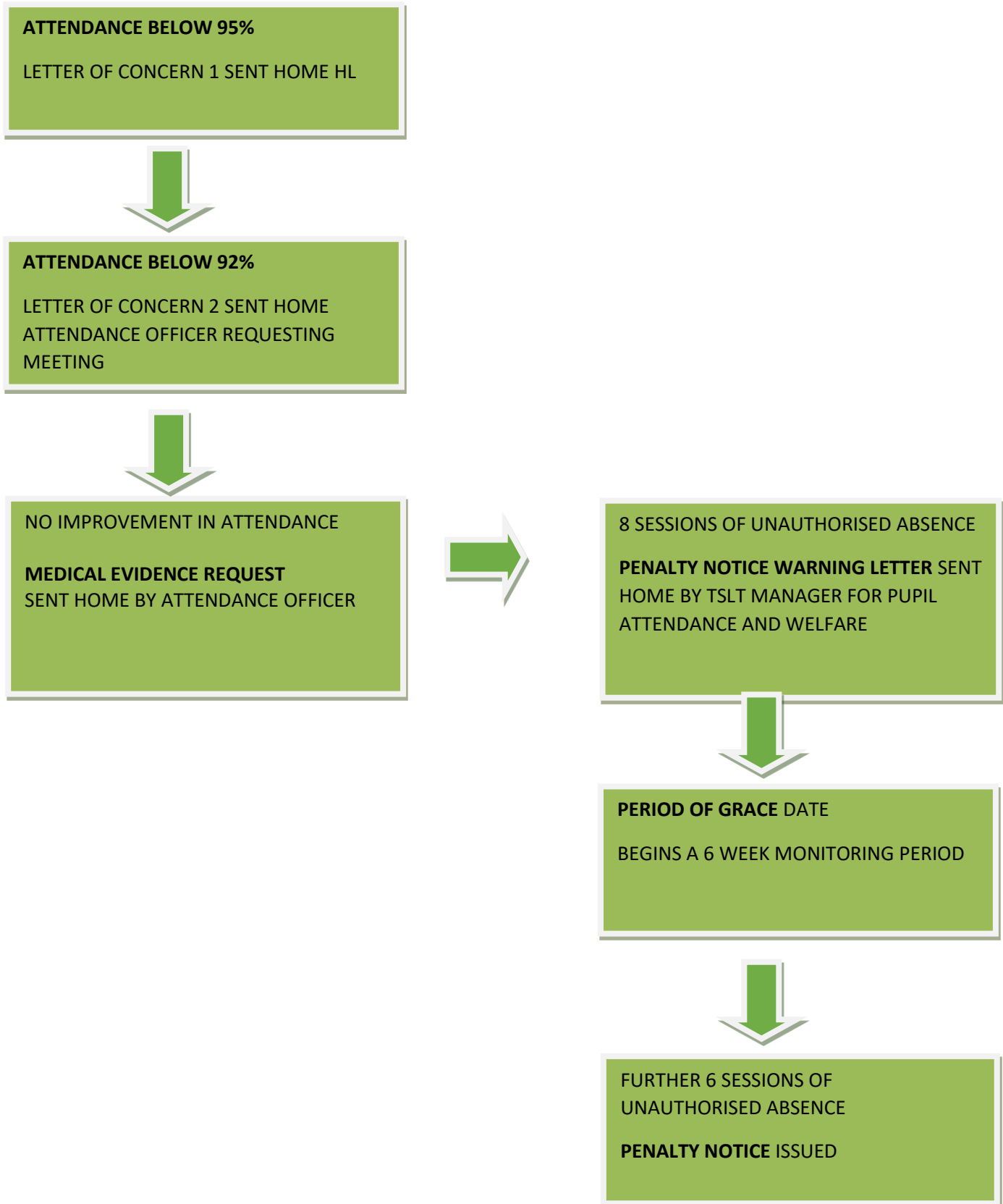
Bearing the above in mind the following will apply:

- 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.

APPENDIX A

ATTENDANCE FLOW CHART





## APPENDIX B

### PUNCTUALITY PROTOCOL

- Students who arrive after 8.40am will line up at reception, a register will be taken and the students will remain for the duration of registration
- ↓
- These students will also serve a 20 minute same day detention.
- ↓
- Students who are persistently late (more than 2 occasions) each week will go straight into a Senior detention. A phone call home to parents/carers will be made by Head of Year.
- ↓
- Students who are late on more than 7 occasions over a three week period will have a Late Letter sent home from the Attendance Officer and serve 2 days Academy Seclusion (This will be actioned during Register inspections). Parents will be invited to attend a meeting with the Head of Year / Year AP and the student must be placed on Punctuality Report (4 weeks).

## **APPENDIX C**

### **ABSCONDING POLICY**

The purpose of this policy is to set out clearly for all stakeholders the process that will take place should a student abscond from school.

To abscond is to 'leave without permission'

Under section 3 of the Health and Safety at Work Act, 1974 and in common law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the day and during school led activities.

Where a pupil, present at PFL, is found to be absent from school without authorisation the following procedures should be followed:-

- Member of staff to inform 'SPOT' member from SLT, House Team and the Attendance officers.
- SPOT member organises a search of the building and known places that the pupil may have gone to.
- If the pupil is not found then all available staff to complete a more thorough sweep of the school and check the perimeter of the grounds.
- Attendance officers/House Team to contact the parent/carer and inform them of the situation.
- Attendance officer/House Team to phone the police when the student is known to be Missing.
- Police ref number to be shared with the Parents/Carers and Safeguarding Team.
- Consideration will be given to whether the search should be extended beyond the school perimeter. This decision will be based on Staff's knowledge of the student and on the levels of risk, and on what action is in the student's best interests.
- Any staff who leave the school grounds to take a mobile phone to contact school.
- Once a pupil has been found then the House Teams and the SLT member will use their professional judgement to outline the response towards the pupil and the support the pupil will need in the future.
- The House Team/Attendance Officers/Safeguarding Team to brief the police and the parent/carer.

Where a pupil attempts, or is seen to be leaving the school premises without authorisation the following procedures should be followed:-

- Staff to follow the students to the perimeter fence or gate and must try to persuade the student to stay in the school.
- If a student is deemed to be a high risk to himself, or other people, then staff should adhere to the 'Care and Control Policy' with reference to holding the student, if appropriate.
- At all times staff must be aware that active pursuit may encourage the student to leave the immediate vicinity of the school, and may also cause the pupil to panic, possibly putting him or herself at risk.
- If the student has left the immediate vicinity of the school, the SLT on 'SPOT' will make a decision as to how to take matters further. This will take into account the age of the student, the prevailing weather conditions, the nature of the incident which led to the student absconding, the student's previous history of being involved in episodes of absconding and their outcomes. If the student returns of their own volition, parents/carers and the police will be informed as soon as possible.
- Upon his/her return to school, and when the situation is calm, the student must be seen by the House Team/Attendance Officer/Safeguarding Team so that the reasons for the absconding can be discussed in detail.

At this point a decision will be made as to the appropriateness of further actions and referrals to other agencies.

A written account will be logged on Safeguard Software