



ACADEMY

*A Specialist School in Maths and Computing*

# Attendance Policy

## May 2014

*Approved:-May 2014*

*To be reviewed:-May 2016*



## MISSION STATEMENT

At Aston we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.

We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

**All adults in school have a responsibility to safeguard and promote the welfare of children**

**with your commitment we will make a difference.**

## CONTENTS

	Page
Aims and principles of excellent attendance	4
What the school expects of students and parent/carers	4
What students and parents/carers can expect of the school	5
Rewarding attendance	6
Attendance roles and responsibilities	6
Promoting school attendance	9
List of abbreviations	12

## **Aims and Principals of Excellent Attendance**

- The academy is committed to maximising the achievement of all students.
- There is a clear link between excellent attendance and educational achievement.
- Regular and punctual attendance is vital if students are to benefit fully from the academic, personal and social opportunities which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging students to reach excellent attendance levels.
- A broad and balanced education is dependant on regular attendance at school.
- School will take appropriate action to promote and encourage excellent attendance.

## **What the school expects of the students:**

- To attend regularly
- To arrive on time, appropriately prepared for the day.
- To report to reception and sign in at student services should they arrive after 8 50 am
- To inform their group tutor or learning Progress Manager of any reason that will prevent them from attending school.

## **What the school expects of parents/carers:**

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
- To ensure that they contact the school every day that their child is unable to attend (before 9.00 am)
- To ensure their child arrives on time and is well-prepared for the school day [equipment, student planner, completed extended learning task]

- To contact the academy whenever any problem occurs that may keep their child away from school.
- To inform school and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- To ensure the continuity of their children's education by taking holidays during the school holiday period.

### **What parents/carers and students can expect of the school**

- A broad and balanced education that is dependant on regular attendance at school.
- The encouragement and promotion of excellent attendance
- Regular, efficient and accurate recording of attendance
- Contact with parents/carers on a daily basis when a student fails to attend school without providing good reason.
- Prompt action on any problems notified
- Close liaison with the Education Welfare Service to assist and support parents/carers and students where needed.
- Notification to parents/carers of their child's attendance record through regular reports or letters home.
- When a student is absent and contact cannot be made by telephone, a standard letter may be sent home or a home visit may take place.
- Electronic registration takes place for every lesson using SIMs.
- Where the academy's procedures have failed to contact the home or poor attendance persists, the school may request a Parent/Carer to attend a "School Attendance Panel" with a subsequent referral to the EWO, who will liaise with relevant staff.
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

## **Attendance Awards**

We promote good attendance as a high priority and seek to celebrate outstanding / improving attendance.

- Attendance figures are shared in assemblies for tutor groups and Houses
- Certificates are awarded for 100% attendance at the end of each term. Random Generator draws take place each term for students with 100% attendance.
- Excellent attendance is celebrated at the annual Presentation Evenings.
- Recognition is made of improving attendance for individual / groups of students.
- Attendance figures are recorded on the half termly monitoring reports sent to parents/carers and excellence / improvement is praised by group tutors.

## **Attendance Roles and Responsibilities**

### **Leadership Team**

Senior Leaders have responsibility for attendance.

They will:

- Develop, monitor and review the Attendance Policy.
- Produce and distribute attendance information for parents/carers
- Set and monitor targets for improving attendance within school
- Support all staff in their work related to attendance.
- Collate attendance data for the DfE, Local Authority and Governors.
- Liaise with the LA over attendance targets and school strategy.

### **Learning Progress Managers are responsible for:**

- Taking an overview of attendance data for their Year group
- Identifying individual students with known punctuality/attendance problems and ensuring these students are monitored closely.
- Supporting the role of the Group Tutor.
- Identifying those students whose attendance is falling below average and work with parents/carers towards improvement.
- Liaising with the Education Welfare Service regarding students whose attendance is giving severe cause for concern.
- Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant.
- Rewarding outstanding / improving attendance.

### **Group tutors**

- Complete registers accurately electronically.
- Have regular discussions with students about the importance of regular attendance and punctuality.
- Liaise with the Learning Progress Manager regarding any queries surrounding absence

### **Subject Teachers**

- Subject teachers must register the students every period and follow up unauthorised absence from that period as truancy.
- Staff should mark registers every lesson on the electronic system with in the first ten minutes of the lesson so that post-registration truancy can be checked. If this is not possible a paper copy of the register must be taken and sent to Admin 1.
- Students arriving after the register has been taken should have their absence mark amended.

### **Support Team**

- School staff notify parents/carers of their child's absence, via 'Keep Kids Safe' system, where no message or call has been received. Where this generates no response, a letter will be sent and a home visit may be initiated.
- Information received regarding attendance is entered onto the SIMS system

### **The Governing Body**

- Receives information from the Principal on attendance.
- Will be involved in setting school targets on attendance.
- Will contribute to plans in response to where attendance is a cause for concern.
- Support the school in its efforts to raise attendance.
- Will contribute to the school's strategies to improve attendance, e.g. "School Attendance Panel".

### **Education Welfare Officer**

- Monitors/improves attendance of target groups
- Home visits/letters/casework/liases with other agencies on identified students.
- Attends PSP/Case conferences and CAF meetings on behalf of school/LA.
- Weekly attendance/liasion meetings with learning Progress Managers.
- Liases with the Local Authority EWO regarding case loads and prepares any relevant documentation.
- Produce statistics/information for specified meetings.
- Assists parents with school transfers/welfare benefits procedures.
- Regularly review and evaluate procedures at above meetings.
- Maintain a high profile for attendance.

## **Responsibility for promoting school attendance is shared by everyone in the school.**

The Electronic Attendance Registration System provides us with accurate up-to-date information which allows us to monitor attendance patterns and set target.

If irregular attendance is not tackled early, it quickly becomes a habit that is hard to break. The importance of regular and punctual attendance should be emphasised to both parents/carers and students and consciously reinforced at regular intervals. It is important to stress that whatever problems a student and their families are experiencing, regular attendance is compulsory. The school will provide support if required but will not authorise absence on these grounds.

### **Punctuality**

- Staff should actively encourage punctuality and discourage late arrival at school / lessons. Students arriving late disrupt the continuity of learning for others as well as themselves.
- A firm line must be taken on late arrivals. When students arrive late without adequate explanation a record of the time of arrival should be kept.
- Persistent lateness may provide grounds for prosecution and parents will be informed of this. Group Tutors and Learning Progress Managers will notify parents/carers if students develop a pattern of lateness.
- Detentions are given for unauthorised lateness to registration and lessons – Learning Progress Managers should be informed about students who are persistently late.

### **Improving Attendance**

Responsibility for promoting school attendance is shared by everyone in the school. All members of staff, therefore, are expected to give positive messages to students about the value of good attendance.

- Parents/carers are kept informed of student attendance and letters are sent if students fail to maintain good levels of attendance. Where there is little or no improvement parents/carers will be invited to meetings in school. A sequential system of intervention takes place culminating with the School Attendance Panel where individual cases can then be passed onto appropriate multi-agencies including EWO caseload.

## **Holidays In Term Time / Leave of Absence**

As of 1st September 2013, the Principal will not grant any leave of absence during term time unless there are **exceptional circumstances**.

Parents/Carers should seek permission from the Principal prior to the leave of absence period in question. This should be done by completing the Leave of Absence form and including any additional information regarding the circumstances leading to the request.

[Click here for a leave of absence request form](#)

### **Exceptional Circumstances include:**

- **funerals or weddings of family members**
- **to visit a terminally ill relative**
- **forces staff returning from abroad**
- **parents returning from having to work abroad for a fixed, minimum term period**
- **compassionate leave**

The Principal will determine the number of school days a child can be away from school if the leave is granted. (For example a maximum of 2 school days or equivalent in each academic year will be awarded for students taking part in pursuits not linked directly to school).

Parents/carers who remove their children from school without authorisation or do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine/prosecution.

## **Absence From The School Premises**

Students leaving the premises during the morning or afternoon session may only do so legitimately if they have parental permission expressed as a request to the school **or** a member of staff has made arrangements with a parent/carer. They should be issued with a Leave of Absence slip and should sign out via 'Students Services'. If the reason for leaving is to attend an appointment, they should be encouraged to bring the actual appointment card especially if the student is an irregular attender. For health and safety reasons parents are required to collect students from Reception. They should sign out and sign back in if they return on the same day.

## **Involvement of Parents/Carers**

It is vitally important that parents/carers are actively engaged in promoting good attendance. School will keep parents informed on issues surrounding attendance and punctuality through the school prospectus, newsletters to parents, monitoring reports.

The school will react as swiftly and assertively as possible to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.

A child of compulsory school age who is registered at a school must attend regularly. In law parents have prime responsibility for ensuring that students attend school regularly.

## **List of abbreviations**

LPM	Learning Progress Manager
ELT	Extended Learning Task
SIMS	School Information Management System
DFE	Department for Education
LA	Local Authority
EWS	Education Welfare Service
EWO	Education Welfare Officer
PSP	Pastoral Support Plan
CAF	Common Assessment Framework