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## **Attendance & Punctuality Policy**

<b>Adopted</b>	<b>December 2014</b>
<b>Date of Review</b>	<b>September 2016</b>

*Inspire,  
Aspire,  
Achieve!*

The Hathaway Academy recognises that regular, punctual school attendance is crucial if students are going to achieve their potential and make the expected rates of progress. Section 7 of the 1996 Education Act states that: **“compulsory education is for all young people, with students ceasing to be of compulsory school age, only on the last Friday in June of the school year in which they reach the age of 16”**.

The Academy strives to provide a welcoming environment for all students. In order to achieve this, school, parents/carers and students must work in partnership to ensure that students achieve their full potential and that absences and lateness are kept to a minimum. Staff will work with students and families to ensure a positive relationship exists and that all issues are resolved effectively in order to maximise attendance. This will involve effective and efficient communication with students, parents and appropriate agencies to provide information, advice and support.

The Academy will establish an effective system of incentives and rewards to acknowledge the effort of students in maintaining and improving their attendance and punctuality. The school will challenge students and families who do not prioritise attendance and punctuality and use its full range of powers to improve it.

### **The Principles of the Attendance Policy**

- To improve the overall attendance and punctuality of students at school through positive communication between home and school.
- To make the achievement of excellent attendance and punctuality a priority for all the stakeholders in the school.
- To provide support and information to students, parents, staff and Governors regarding attendance.
- To develop systems that promote the effective monitoring and analysis of attendance data.
- To maintain a system of rewards, support and sanctions regarding attendance.
- To work effectively with the Education Welfare Service and other agencies.

### **Expectations of the School Community**

Section 444 of the Education Act states that: *‘if a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, the parent is guilty of an offence.’*

## Parents/Carers

1. Are legally responsible for ensuring that their children attend. The Hathaway Academy will seek confirmation from families who have joint parental responsibility about who is the primary carer responsible for ensuring attendance at school.
2. Should ensure that their children arrive at school on time, correctly dressed and prepared to learn.
3. Should avoid making non-emergency medical/dental appointments for their child during school hours.
4. Are expected to inform the school on the first morning and third morning that their child is absent or before that if the absence is known and to inform the school by letter of the reason for their absence on their return to school.
5. Should be aware that Authorised absences include: illness, emergency medical or dental treatment during school hours, celebrating recognised religious holidays (total of three days in one year with only one day for any one individual occasion). From September the 13<sup>th</sup> 2013 the law has been changed to reflect that there are no Authorised absences. Only the Principal can authorise absence under exceptional circumstances. Parents should apply in writing to the Principal to apply for Authorised absence for exceptional circumstances outlining the reason for the request. Parents can expect a written response. The fact that a parent has submitted a note in relation to a particular absence does not mean that the school must accept the explanation as a *valid reason for absence*. Absence without a valid reason, or where no explanation is offered at all is recorded as *unauthorised absence*. The school will only authorise 20 sessions of absence from school through illness with a note from a parent. Other periods of illness must be accompanied by a Doctors certificate.

## Students

1. Students are responsible for making sure that their attendance and punctuality is maintained at the highest level. Students must attend school punctually and ensure they register in each lesson.
2. Students are responsible for bringing in a note from their parent/carer following an absence explaining the reason for the absence within twenty four hours. Persistent failure to do so will result in an assumption of truancy and a half hour detention will result in the first instance.
3. Students must follow the correct procedure when arriving late to school (after 8.15am).
4. If a student has any concerns with attendance or punctuality they must speak to their Tutor, Progress Leader and/or Attendance Manager (AM).

### Staff

1. Will ensure that the SIMs register is taken punctually, within the first ten minutes, in **all** lessons.
2. Are responsible for ensuring that the procedures outlined later in this policy are followed.
3. Must be proactive in addressing and resolving issues of attendance and punctuality and for promoting an ethos that celebrates good attendance and punctuality.
4. Are expected to follow the policies and practices outlined in this document as reflected in the teacher standards. "teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach"
5. Teaching staff are responsible for ensuring that lessons are at least good (as defined by OFSTED) and that a positive climate for learning is in place.

### Tutor

1. Will ensure that students regularly update their planner with weekly and half termly attendance information.
2. Will request notes to explain absences and complete any documentation regarding absences by the deadline set.
3. Will ensure excellent attendance is recognised and rewarded.
4. Will monitor attendance (cohort of students between 97–95%) and punctuality every week in Tutor time by using the data issued and act to promote excellent attendance and communication with parents/carers.
5. Will regularly communicate any attendance issues with the Progress Leader, notably those students falling below 95%.

### Progress Leader

1. Will monitor and evaluate action by Tutors and ensure improvement through Tutor intervention where appropriate.
2. Will ensure that attendance and punctuality of identified students is monitored and that action is taken to promote excellent attendance and punctuality for all students but with a focus on students with an attendance of 95-92%.
3. Will refer cases of poor attendance less than 92% to the EWO who will then invite parents in to discuss attendance and pursue legal action as appropriate.
4. Will complete and maintain a weekly attendance analysis to record attendance and punctuality interventions and forward to the ALT member responsible for attendance.
5. Will liaise effectively with outside agencies to promote excellent attendance.
6. Will celebrate excellent attendance by individuals and Tutor Groups through awarding of trophies in Faculty Assemblies.
7. Will liaise effectively with the Academy Education Welfare Officer.

### Education Welfare Officer

1. Will monitor and act to reduce persistently absent students.
2. Will liaise effectively with PLs through a meeting once per fortnight and updating the Persistent Absence grids regularly.

### Academy Leadership Team

1. Is responsible for clearly communicating to all stakeholders the aims that drive this policy.
2. Will ensure that the procedures outlined in this document are followed.
3. Will regularly evaluate procedures and implement improvements where appropriate.
4. Will regularly discuss issues of attendance and update the ALT with attendance information.
5. ALT member for attendance will organise internal attendance panels on a termly basis.
6. ALT member for attendance will analyse attendance and punctuality data every half term and act on any identified areas of weakness

### Governors

1. Are responsible for agreeing the attendance targets set by the school and ensuring that this policy is followed and reviewed regularly.
2. Will have a link Governor for attendance.

### **Procedures**

#### Subject Teacher

Regular, punctual attendance and the registration of students at school is expected and is strictly enforced. It is a legal requirement and essential in order for students to maximise their learning. It is also vital that staff recognise that keeping accurate attendance records and registration is a safeguarding issue especially when fire drill procedures are outlined.

By celebrating good attendance and punctuality we create a positive climate for learning in which good lessons are taught, and this will promote increased attendance and improved punctuality.

#### Registration

1. Registration begins at 8.20am each morning (Tutor period). Students are expected to be present in school by 8.15am.
2. Students will be issued with a 30 minute DT by staff if students arrive after 8.15am.
3. The Tutor will take a SIMs register recording a 'mark' for each student present up until 8.40am. (It is vital that staff complete by this time to allow first-day absence calls to be made to "at risk students" by 9.00am.)
4. Any student who is absent when the register is taken and who subsequently arrives to school should report to Student Services where they will be recorded as late. Any student signing in at or after 9.00am will be recorded as an unauthorised absence. Students signing in late will be given a dated slip which the class teacher should see before they are allowed to enter the class.

5. In the afternoon the register will be taken at 12:55pm (Period 5) and dismissal will occur at 2.35pm after lesson 6 has ended. The register must be sent no later than 1:05pm.
6. Teaching staff must use the SIMs registration system within ten minutes of the lesson starting when possible. A paper register must be taken if the electronic system is unavailable. This failure must be logged on the Service Desk. Staff should inform the relevant member of ALT if the fault persists.
7. Teaching staff are expected to alert On Call if a student has been marked present in a previous lesson and is absent from their lesson. This does not need to happen if the class teacher is aware of the reason for the absence. Teachers are expected to act on repeated truancy and refer to the relevant Progress Leader.

### Lateness

All students are expected to be punctual. Late arrival to school means a disorganised start to the day and disrupts lessons. Students arriving late to Tutor period will be set a thirty minute detention the following day. Failure to attend will result in a one hour twilight DT being set for the following day. The original lateness will be recorded by the Duty PL on SIMs.

Parents of persistently late students will be informed by letter. Persistently late students will in the first instance be picked up for their DT. If they remain persistently late this detention will be increased to an hour on the same night.

PLs will ensure that any follow up is recorded. Subject teachers are expected to record on SIMs and sanction any lateness to their lessons. Subject teachers are also expected to record and sanction any incidents of truancy from their class.

### **Warning Letters & Fixed Penalty Notices (FPNs)**

The Academy believes that when avenue of supportive intervention such as telephone calls, meetings with parents and any home visits have been used and there has been no improvement in attendance then we will use the legal avenues that are open to us. Our policy will involve the use of the following:

#### Leave of Absence

The Academy does not support any holidays requested during term time. If a request is made for a leave of absence and this is not approved and the student does not attend during the stated period then a fixed penalty notice will be issued upon the student's return.

#### Students with less than 90% attendance (with unauthorised absence)

Students who have less than 90% attendance with any period of unauthorised absence within a six week period will receive a warning letter from the Education Welfare Officer. This letter will state the student's overall attendance percentage and

that if there is no improvement in attendance, normally within the subsequent three week period then a fixed penalty notice will be issued.

#### Late for the School day (after registers have closed – use of the U code)

Students who arrive at the Academy after 9.00am are registered as “late after the registers have closed” and this is recorded as a U which is an unauthorised absence. Any parent/carer of a student who records more than five U codes in any one half-term will be issued with a fixed penalty notice. This will be preceded by a warning letter to the parent/carer after the third U is recorded in the Academy register informing of the consequences of reaching a fifth U in the register.

#### **Tutors, Progress Leaders (PLs) & Attendance Officer (AO)**

The Tutor is expected to have an overview of each student’s attendance and punctuality and act to resolve any issues. Appendix 1 outlines a flow chart of action which the Student Development Team follows in order to support good attendance and punctuality.

Tutors will be updated weekly with their student’s attendance. PLs will receive regular updates to discuss attendance issues and agree points of action to support attendance.

Tutors will request notes from students to explain periods of absence and annotate their weekly unexplained absence sheet with the reason for the absence. These sheets will be returned to the AO with requests for letters to be sent home where appropriate. The AO will amend the unauthorised absences with the correct code.

Tutors are expected to review SIMs and attendance data regularly regarding lateness and truancy issues and act accordingly. Tutors will receive half termly attendance updates for their Tutees. These will need recording in their planner and a target set for the next term. PLs will quality assure that process during meetings and drop-ins.

It is the role of the PL to provide reasonable levels of support to a student returning from a long period of absence and to ensure that this happens within subjects.

#### **Attendance Officer (AO)/ Data Manager (DM)**

The DM will provide information regarding attendance to the Academy Leadership Team, PLs, Tutors and to external agencies and act to ensure that all staff involved follow the agreed procedures.

The AO will ensure that first day absence calls are made as early as possible in the school day.

The DM will ensure that accurate up to date attendance information is included in student reports to parents.

AO will provide Tutors with the unexplained absence sheets and hold Tutors to account for their completion and act on their requests. The AO and PL administration support will act on any outstanding unexplained periods of absence.

The AO will maintain accurate registers and ensure that they comply with recommended good practice. The AO will print copies of attendance by Tutor Group daily at 9.00am. This will provide the registers for Tutors during a fire drill. The AM will make them available to Tutors via PLs.

AO will ensure that all 100% attendance students are entered for a prize draw and that the most improved students are also entered into a separate prize draw - this will happen once every term. Certificates will also be presented to all of the students named.

### **Rewards & Recognition of Excellent Attendance**

On a weekly basis the Tutor group with the highest attendance for the preceding week will be recognised, presented with a trophy and allowed access to the Rewards room the following morning. A trophy will be presented to the tutor group and year group with the highest cumulative attendance every half term.

On a two weekly basis tutors will issue achievement points to students who have had excellent attendance for the preceding two weeks.

A student's attendance is taken into account when selecting them for a Gold, Silver, Bronze awards. 95% or better is expected unless there are mitigating circumstances. Tutors will praise students who raise their attendance and meet their half termly attendance targets.

Having an attendance at 95% or above will be a criteria for selection to attend the end of term rewards trip.

### **Informing Parents**

Making the link between attendance and attainment will be paramount in all of the schools communication to parents.

The Hathaway Academy will make first day absence calls to parents and will communicate praise or concerns over attendance by letter.

Parents will be regularly informed of their son/daughter's attendance through half termly updates in their planner. Unsatisfactory attendance will be brought to a parent's attention by the Tutor in the first instance. A student's attendance will also be communicated through the full report and referenced by the Tutor.

The Hathaway Academy believes that students, parents and Academy staff must work together for the benefit of the students and we would expect parents/carers to communicate with us if there are any issues with their child's attendance.

**APPENDIX 1**

<b>Attendance Concern</b>	<b>Probable Intervention</b>	<b>Monitoring / Monitored By</b>	<b>Intervention &amp; Support</b>
<p><b>STAGE 1</b></p> <p>Lateness 3 times in one week Attendance falls between 97–95%</p>	<p>Student spoken to 1:1. Contact with parent via phone or e-mail</p> <p><b>Standard letter home (1)</b></p>	Tutor	<p>Check SEN status / student file. Tutor report Target setting linked to reward.</p>
<p><b>STAGE 2</b></p> <p>Persistent lateness Attendance falls between 95–92%</p>	<p>Student spoken to 1:1. Attendance and punctuality report.</p> <p><b>Standard letter home (2)</b></p>	PL	<p>Meeting with parents Mentoring /coaching BAM referral. Regular calls</p>
<p><b>STAGE 3</b></p> <p>Persistent absentees &lt;92%</p>	<p><b>Persistent absentee letter</b></p> <p><b>Invitation to meet with EWO</b></p>	PL, EWO, ALT	<p>Mentoring/coaching by PLO. Home visit/ house calls. Identified cohort on attendance programme. CAF – Leading to MAGs EWO legal action</p>