



# Academy 360

## ATTENDANCE POLICY AND GUIDELINES

Approved by:	
Academy 360 Governing Body	Date: September 2016
Next Review	Date: September 2017

Academy 360 believes that there is a strong correlation between good attendance and attainment and therefore aims to encourage and maintain a good level of attendance in all years.

Academy 360 also intends to:

- Enhance achievement levels and external examination results.
- To carry out efficiently the school's legal responsibilities to report annually to parents.
- To identify and implement effective strategies to ensure good attendance.

## **Principles**

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Fostering good attendance is the shared responsibility of the school, the parent and the Local Authority. Parents have a responsibility to ensure that their children receive the appropriate education and it is the responsibility of the LA to ensure that this happens. All staff, in their capacity either as subject teachers or as tutors, should be vigilant concerning pupils' attendance at school and at lessons in order to ensure they are safe at all times. Pupils should continually be reminded of the link between attendance and attainment. All staff should maintain registers via the electronic registration system (SIMS) and cross-reference should there be any suspicion concerning an absence or pattern of absence. Truancy from lessons should be reported immediately to the relevant person.

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason, such as illness or other unavoidable cause.

Unauthorised absences are those, which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained

Academy 360 applies the following procedures when dealing with individual absences: Parents are requested to contact school on the first day of a child's absence and to provide a note on their return to school. The School Attendance Officer will contact the home if no reason for the absence is provided.

The School Attendance Officer will check individual attendance on a daily basis.

The Attendance Officer will meet with the Deputy Headteacher in secondary and liaise with primary Senior staff on a weekly/regular basis to monitor the attendance of any pupil where there is a cause for concern. Individuals will be identified and further action taken. Pupils and parents will be contacted by the school and interviews held with a view to improving the pupils attendance.

Pupils whose attendance falls below 90% are now classed as Persistent Absentees (PA) Parents will be notified and pupil progress will be carefully monitored by pastoral staff.

## **ATTENDANCE TO LESSONS - Secondary Only**

All staff, in their capacity either as subject teachers or as tutors, should be vigilant concerning pupils' attendance at school and at lessons. Pupils should continually be reminded of the link between attendance and attainment. All staff should maintain registers via the electronic registration system, lesson monitor (SIMS) and cross reference should there be any suspicion concerning any absence or pattern of absence. The School Attendance Officer should be notified immediately if a pupil is found to have truanted from a lesson and she will inform the relevant Head of Year. Spot checks are carried out periodically in order to make pupils aware that attendance is being closely monitored.

## **ELECTRONIC REGISTRATION**

The register is a document which must be kept up to date both for legal reasons and so that class teachers, tutors, Heads of Year and the School Attendance Officer can monitor attendance and deal effectively with truants. The school is also obliged to submit accurate figures on attendance and types of absence both to the LA and DFE on a termly basis. The latter statistics are used by the DFE to compile 'league tables'. Pupils' names will be presented on the electronic system in one alphabetical list. The school office should be notified of any errors on form lists.

Registers should be completed in line with the symbols on the computerised system. Whilst an absence remains unexplained the symbol is an 'N'. This symbol will remain until such times as the School Attendance Officer becomes satisfied that the absence is authorised at which time (two weeks) the appropriate symbol should be entered.

Every effort should be made to ascertain reasons for absence. Where such efforts, whether by note or by telephone, have not succeeded in obtaining authorisation for any absence within seven days of the pupil's return to school, the School Attendance Officer will take appropriate action.

Parents have been requested to inform school on the 'First Day' of a pupil's absence. If the parent does not notify the school then the School Attendance Officer will telephone the home.

Lesson Monitor should be completed as soon as is practicable at the beginning of every lesson.

## **PROMOTING GOOD ATTENDANCE**

The nearer pupils come to full attendance, the greater the probability that they will achieve their potential. The reverse, of course, may also be held to apply. Good attendance is therefore encouraged in the following ways: Pupils achieving 100% attendance over the year can be awarded a 'School Attendance Certificate' and postcards sent home to parents.

Each half term attendance data is produced for every individual pupil, tutor group, year group and the whole school. This data included lists in rank order, graphs for display and certificates for all pupils who have 100% attendance for that period of time.

### **STAFF RESPONSIBLE FOR ATTENDANCE MATTERS**

All members of staff have a responsibility in maintaining accurate registers, however, the following members of staff have additional responsibilities in this area.

Mr Martyn Gordon, Deputy Headteacher Secondary  
Karen Welsh, Attendance Officer

### **PROCEDURES**

Academy 360 applies the following procedures in deciding how to deal with individual absences:

- School Attendance Officer identifies absentees who have not contacted the school on their first day of absence and contacts parent/carer. Parent/carer will be asked to keep the school informed and also to provide a written note on the pupil's return to school.
- A pupil whom we are unable to contact directly and who has not returned to school will receive a further phone call from the Head of Year or the primary office.
- When the school is satisfied with the reason for absence then this will be authorised with the correct symbol. If the school believe that a valid reason has not been provided then the absence will remain unauthorised.
- Pupils who have poor records of attendance or patterns of absence will receive a letter inviting parents in to school to discuss the concerns and attendance contracts will be issues
- The school will maintain accurate records of attendance.
- A weekly meeting will take place with the Attendance officer and Deputy Headteacher in secondary.
- Pupils with 90% attendance or less will be classified as PA and subject to stringent monitoring

### **HOLIDAYS IN TERM TIME**

The Academy in line with DFE guidelines will not authorise holidays taken in term time. Pupils missing school for a holiday is very disruptive to both the individual's own education and that of their class/teaching group.