

# ATTENDANCE POLICY

## 2018 -19

Author:	Mr M P O'Hare
Reviewed by The Local Governing Body:	Date: December 2018
Adopted (date):	December 2018
Date of next review:	December 2019

- **Expectations**
- **Promoting Good Attendance**
- **Responding to Non-Attendance**
- **Lateness**

# ATTENDANCE POLICY

At the de Ferrers Academy we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for all our students, maximise their potential and prepare them for the world of work, we must ensure that absenteeism is kept to an absolute minimum.

The Governors and employees at the Academy will do all they can to ensure that students attend regularly and that any problems which impact on their attendance are quickly identified and acted upon.

## EXPECTATIONS

*We expect that all students will:*

- Aim for 100% attendance.
- Arrive on campus at 8.40a.m and be ready to start Period 1 Registration, promptly at 8:50a.m.
- Take pride in their appearance and be dressed appropriately in the academy uniform and adhere to the rules relating to piercings and make-up.
- Arrive at the academy fully prepared for the day ahead.
- Speak to a member of Support and Guidance regarding any problems that may affect their attendance at the academy.

*We expect that all parents/guardians will:*

- Encourage their child to attend the academy every day and on time.
- Ensure that your child adheres to the academy rules on uniform, piercings and make-up.
- **Ensure that you report your child's absence daily before 8:30 a.m. to the relevant campus**

Years 7 & 8,	Telephone: 01283 247750	Email: <a href="mailto:doveattendance@deferrers.com">doveattendance@deferrers.com</a>
Years 9 10 and 11	Telephone: 01283 247700	Email: <a href="mailto:trentattendance@deferrers.com">trentattendance@deferrers.com</a>
Sixth Form	Telephone: 01283 372580	Email: <a href="mailto:khobson@deferrers.com">khobson@deferrers.com</a>

- Provide the academy with up-to-date home, work and mobile numbers, and notify us in writing of any changes of address or circumstances. **The Academy request that more than one emergency contact is given.**
- Inform the relevant member of Support & Guidance about any problem which might affect your child's attendance.
- Try to avoid making medical appointments during the academy day as this does affect your child's attendance. If your child does have an appointment that requires them to be absent during the academy day, it is requested that you provide a copy of the appointment letter and minimise the amount of time they are away from lessons.

- If leave from the Academy is needed, then a 'Request for Leave' form **must** be completed at least 5 days in advance. **Please note that the Academy can no longer authorise any holiday during term-time. Holiday that totals or exceeds 6 days, or holiday plus unauthorised absences totalling or exceeding 6 days, over a 12 week period will mean that a referral has to be made to the Local Authority where a fine may be issued. Please see The de Ferrers Academy website for further details.**

*Parents/Guardians can expect that the Academy will:*

- Provide an excellent level of education and opportunities for all students.
- Encourage students to arrive at their classrooms on time and prepared for the lesson ahead.
- Record a student's attendance within 10 minutes of the start of the lesson.
- On the first day of a student's absence the Attendance Team will make every reasonable effort to contact the parent/guardian to ascertain the reason for the absence if the parent/guardian has failed to do so.
- Act on any problems which the academy are made aware of as soon as possible and feed back to relevant parties.
- Support parents/guardians when their child is refusing to attend the academy by making a referral to the Academy Attendance Link Worker.
- Encourage and reward good attendance, punctuality and behaviour by using the VIVO reward system, extra-curriculum trips, trophies and treats.

## **PROMOTING GOOD ATTENDANCE**

The de Ferrers Academy will monitor attendance daily by registering students at the beginning of every lesson and during Progress Mentor time. This will be closely overseen by the relevant Key Stage Clerical Assistant – Attendance.

*We will encourage good attendance by:*

- Endeavouring to accurately complete attendance registers at the beginning of every lesson and aiming for these to be completed within 10 minutes.
- Following up any unexplained absence on the first day by alerting parents/guardians using the absence text message. If there is no contact from parents/guardians following the text message then if possible, a telephone call may be made before lunch time.
- If no contact has been made after three days of absences a referral will be made to the Academy's Attendance Link Worker, where a home visit will be carried out.

- Progress Mentors are required to follow up any absences where an explanation has not been provided. If after 5 days of your child returning to the academy no explanation has been received then the absence(s) will be **unauthorised**.
- Students' attendance is checked hourly throughout the day to ensure that all students are attending their lessons. If there are inconsistencies in a student's attendance marks, a member of the Support & Guidance team will investigate the reasons behind this and act appropriately by referring to the 'Missing Students during the Academy Day' procedure.
- Attendance and punctuality letters will be sent out at the end of each half term or when necessary. A meeting may be arranged with your child's Head of Year to discuss how improvements can be made in relation to your child's attendance.
- Maintain regular communication with the academy's Education Welfare Worker (EWW) to discuss and monitor any students that may be a cause for concern.
- The Academy Attendance Link Worker will run regular workshops focusing on improving attendance with small groups of students that the academy feel need additional intervention/support.
- Students with attendance under 90% will be identified and discussed within the Attendance Team meetings.
- Ensure all information pertaining to attendance and absences will be accessible on The de Ferrers Academy website.

## **RESPONDING TO NON-ATTENDANCE**

When a student fails to attend the Academy without a satisfactory explanation, the Attendance Team will:

- Contact the parent/guardian on the first day of absence by sending a generic text message. If the parent/guardian has not made contact by lunch time a telephone call will then be made.
- Text messages and telephone calls will be made daily if there has been no contact from parents/guardians. After the third day of unexplained absences, a referral will be made to the academy's Attendance Link Worker and where possible, a home visit will be carried out.
- If the non-attendance continues beyond nine days the EWW will be involved and a joint home visit will be made.
- If a student is absent for 20 consecutive days with no contact from home, then the Academy can take the decision to remove the child from the school's register and refer the student to the 'Children Missing Education' department along with a referral to the Education Welfare Worker.
- If the student or parent/guardian fails to respond to all attempts of contact, the matter will be discussed further with the Attendance Team with a view to a formal referral to the Local Authority.

*The return and reintegration of a student to the Academy after a lengthy absence requires special planning. Prior to the student returning, a meeting will be arranged with the relevant Key Stage Support and Guidance Leader, Inclusion Manager and the Attendance Team. The Academy Health Advisor will also be informed if a student has a medical issue which may require special consideration.*

## **LATENESS**

Lateness is monitored closely by the Head of Year and Clerical Assistant - Attendance. Teachers/Progress Mentors are required to record lateness on the registers.

### *Sanctions*

- Students who arrive late for a lesson will receive a comment in their log book.
- Parents/guardians will be made aware of their child's persistent lateness and advised of how many minutes of education have been lost. Parents/guardians may be invited to the academy if concerns continue.
- If a student received 10 unauthorised late marks (U code) over a twelve week period, the Academy will refer to the Local Authority and you may receive a penalty warning notice and possibly a fine.

## **ORGANISATION**

**In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the significant link between attendance and attainment.**

### **RESPONSIBILITIES Governors and Principal**

- To ensure that the academy has in place an attendance policy that is accessible by all.
- To be made aware of all strategies to help improve attendance and provide support to the Attendance Team.
- To receive annual reports from the Principal in respect of attendance data and trends.
- To monitor the effectiveness of the academy policy.

### **Senior Vice Principal**

- To oversee the policy.
- To have particular regard to the equalities aspects of the policy especially in relation to Pupil Premium, SEN, gender, ethnicity and children in care.
- To report to Governors on attendance issues on a regular basis.
- To produce an annual attendance action plan.
- To liaise with the Attendance Team and attend the half-termly meetings.
- To oversee the collation and analysis of attendance data.
- To produce an attendance profile for the academy using regular SIMs reports which indicate the number of unauthorised absences, authorised absences and any attendance patterns.
- Ensuring that appropriate strategies are implemented to make the necessary improvements.

## **Trust EWO**

- To implement the annual attendance action plan and review.
- To lead half-termly Attendance Team meetings.
- To oversee the collation and analysis of attendance data.
- To produce an attendance profile for the academy using regular SIMs reports indicating unauthorised absences, persistent absences and attendance percentage.
- Ensure the appropriate strategies are implemented to improve attendance.
- To be fully aware of the Local Authority Policy on attendance issues and take appropriate action when needed.

## **Attendance Team – KS3 and KS4 Clerical Assistant – Attendance, Attendance Link Worker**

- To ensure all registers are completed for every lesson and run a daily absence report for their relevant Key Stage years.
- Record any telephone, email or text messages received from parents/guardians who have advised the academy of their child's absence.
- To follow up on any absences that have not been explained by either a text message, telephone call or home visit.
- To check that all registers have been taken within the first 30 minutes of a lesson and contact individual teachers if these have not been done. If there are inconsistencies in a student's marks, checks will be made to see if the student is present. The marks on SIMs will be amended if the student is present or the relevant Year Head will be notified if a child is suspected of truanting.
- If a student is found to be truanting from a lesson, the Behaviour Policy will be followed and the student will spend the day in the Isolation Room.
- To attend regular meetings with the Attendance Manager to discuss students with attendance of less than 90%.
- To feedback any attendance issues to the Support and Guidance team at the weekly Key Stage meetings.
- To maintain regular contact with the Education Welfare Service and informed them of all students who are presenting with attendance concerns. To also notify the Education Welfare Worker of all students requesting home education or those who are missing from education.
- To raise the profile of attendance at appropriate times such as assemblies, Progress Mentor time or during consultation days.
- To set up attendance intervention groups and 1:1 support for specific students following discussions with the appropriate Head of Year.
- To reward all students and Progress Mentor groups with good attendance at the end of each half and full term.

## **Head/Assistant Head of Year**

- To identify early any student whose attendance is causing concern.
- To communicate with parents/guardians of the academy's initial concerns.
- Speak with the individual student to ascertain reasons for absence and encourage good attendance.
- Refer to the Attendance Team if concerns persist.
- To act swiftly when made aware of any issues affecting attendance.
- Raise awareness of good attendance during assemblies.
- Reward excellent attendance to individuals and Progress Mentor groups.

## **Subject Teachers**

- To complete registers accurately and on time for every lesson. Request a paper copy of the register if the internet is not working.
- To ensure the registers are saved appropriately or, if using a paper register, taken to the Support and Guidance office.
- To update the register when students arrive late to lesson, making a note of the number of minutes late. If this is not possible due to the lesson starting, direct the student to the Support & Guidance office to update their mark.
- To advise Support & Guidance as soon as possible if you feel that a student has truanted from your lesson.
- To identify any student who is developing a pattern to their absences or whose attendance is becoming problematic.

## **Progress Mentor**

- To complete the register accurately and on time. Request a paper copy if the internet is not working and return to the Support & Guidance office as soon as possible.
- To collect absence letters from students and remind students that a letter must be received within 5 school days following an absence.
- To regularly remind students of the importance of attendance and good time keeping.
- To liaise with the Support & Guidance Team/Attendance Team of any concerns.
- To identify any student who is developing a pattern to their absences or whose attendance is becoming problematic.

