



Attendance Policy (City Schools)

Approving Body	Head Teacher
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Legislation	Section 7 of the Education Act 1996 and section 444(1) of the Education Act 1996

Attendance Policy

Aims

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents the importance of regular and punctual attendance.

Aims and Objectives

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the Academy through rewarding and target setting.
- To monitor and evaluate the processes on a regular basis.
- To give clear information on expected levels of attendance.

Attendance Legislation

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.

Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in school year that they reach sixteen.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from Academy and the absence is unauthorised.

Reporting Student Absence

When a student is absent from one of the academies, parents must notify no later than 9:30 am on each day of absence either via telephone or emailing the school. Failure to report absence will be followed up by our Attendance Officer.

The reported absence message is an answering phone service and as such a message can be left at any time of day or night. The message left ought to include in order:

- Student name and form
- Reason for absence
- Anticipated return date

This should be followed up in all cases with a note to the Attendance Administrator or Tutor stipulating the reason for absence. This could be done via the student planner.

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First Day Call

All academies operate a "first day call" system. This will mean that all parents can expect to be contacted on the first day of any absence if the school has not been previously informed, via telephone, text message or email. A satisfactory reply to the letter will authorise this absence; otherwise it will remain as unauthorised.

Where contact has been attempted but no reply is received and absence continues, further action will be taken on the third day, including:

- Informing key staff
- A home visit
- Following of the "10 day" protocol

Holidays

All parents must complete a holiday form, however none of the academies authorise holidays, in line with the Government's policies. Holidays during term time are marked as G. Exceptional circumstances would be authorised at the discretion of the senior leader at each academy. However, even then we would take into consideration what year the student is and whether any exams or assessments are taking place at the requested time of absence.

Punctuality

A late gate is operated every day and students will receive an attendance detention if late to school without a justifiable reason. This is at the school's discretion. Persistent punctuality issues will result in Head of House interventions.

In Year 11 attendance punctuality figures will be quoted when we are asked to give a reference for our Sixth Form, college placements, apprenticeship and training providers as well as part time and full time employment.

The school bell will sound at 08.40 and all students are expected to move to their first lesson. A second bell will ring for the start of the lesson at 08.45. Students arriving after the second morning bell will receive a late mark. A text will be sent to parents informing them that their child was late to school.

Students arriving after the close of registers (09:15) will be marked as absent for that session.

The 10 Day Rule

Students who have failed to attend school for 10 days will be dealt with according to an agreed protocol with the Children Missing Officer (CMO).

1. The Attendance Officer will inform the tutor and Head of House of beginning of protocol.
2. The Attendance Officer will contact the CMO with the student details, nature of the problem and evidence of school contact.
3. The Attendance Officer/Family Support will attempt to make contact with the student, making a Home Visit where necessary.
4. Student will be reported as "child missing from education" and further welfare services will become involved.

This process will begin automatically once a student reaches the 10th day, but may start earlier at the discretion of the Trust Attendance Manager.

Ongoing Monitoring

- Monitoring students with Pastoral staff.
- Using data to monitor pupil premium students free school meals, looked after, Persistent Absence group etc.
- Weekly meetings take place involving SLT lead on attendance, Trust Attendance Manager/Officer, and Heads of Houses.
- Throughout this process accurate records need to be kept.

Electronic Registration SIMS (*Pars-SIMS Redhill and Hall Park)

All staff will use electronic registration SIMS (PARS*) for their tutor group and their subject classes. Where this is not possible, the member of staff affected must inform the Attendance Administrator immediately and take a paper register of the group – this can be obtained from the Student Reception in emergency.

The Attendance Administrator will run a missing register sheet for statutory morning and afternoon register on SIMS/PARs and chase up paper emergency register. Any missing or late registers will be chased up by the Attendance Administrator if necessary.

Persistent Absence

When a student is identified as a potential persistent absentee the Attendance Officer will follow the following procedure:

1. When a student is identified as having 95% attendance, an initial contact letter will be made by the Attendance Officer with the parent and a conversation with the student will take place. Targets will be set to improve attendance.
2. A student's attendance will be monitored closely, but if no improvements are made and a student's attendance continues to drop then other forms of action will be taken.

In cases of persistent absence (deemed as that of 90% and below) the following procedure will be followed:

1. When a student is identified as having 90% attendance, Potential Persistent Absentee, a letter will be sent out to the parent by the Attendance Officer. This is to highlight the situation. Heads of House may decide at this point to become involved, and parents will be invited into school.
2. If a student's attendance rate does not improve over a short period of time and a student is identified as having less than 90% attendance, Persistent Absence (PA), a second contact letter will be made by the Attendance Officer to the parent. This will ascertain the nature of any issues of which we ought to be aware. If there has been no improvement then a referral will be made to the EWS/Early Help involvement will commence, along with continued parental support.

Where students are meeting or exceeding their target we will make every effort to recognise and reward improvements in attendance.

Tuancy

Tuancy from school is dealt with as a high priority and must be dealt with immediately. Parents will be invited by the Attendance Officer/Head of House to school to discuss the matter, arrangements for monitoring future attendance established and detentions organised for making up lost time.

Any recurrent problems with tuancy from school will be referred to the Attendance Officer for further actions.

Tuancy Sweep

Section 16 of the Crime and Disorder Act 1998 gives police officers in England and Wales the power to take students back to school or to another designated place.

Tuancy sweeps will be carried out throughout the year without notice.

Signing In and Out

Students with appointments must show an appointment card or note from home to their tutor. The tutor then signs the planner to say when the student ought to be leaving school. This is then shown to the class teacher. On leaving the lesson, the student **must go to Student Reception** where they will sign out in the signing-out book. Marks will be entered for the student for the remainder of the session where appropriate. Students sent home with illness must also go via the Student Reception to sign out.

Students who arrive late to school for any reason will sign in at Student Reception. Their register mark will be entered onto PARS/SIMS, along with the number of minutes late and, where appropriate, the reason for lateness.

Reward Strategies

There are a number of rewards put in place to positively encourage outstanding attendance. These include:

- Inter-tutor and inter-house competitions with non-school uniform day reward
- Students receive house points for good and outstanding attendance. This contributes to further personal and house rewards via the vertical tutoring structure
- Termly 100% positive attendance certificates sent home and celebrated in house assemblies
- Tutor attendance ladders as part of tutor activities
- Yearly 'Alton Towers' reward trip for students with 100% attendance.
- Short term rewards
- Praise phone call
- Praise letter for improved attendance

Nottinghamshire City Schools in the Trust-Education Welfare Service

Note to parents

The Education Welfare Service work to raise achievement levels by working with pupils, parents and schools, other agencies and the community, to improve the attendance of the city pupils. Also they work to safeguard and promote the welfare of children.

What happens if my child does not attend school regularly?

Your child's school is responsible by law for reporting poor attendance to the LEA. Most local authorities employ Education Welfare Officers to monitor school attendance and to help parents meet their responsibility. If your child is not attending school regularly, an education welfare officer may visit or write to you. Education Welfare Officers work with parents to address their child's attendance difficulties. You may be offered a parenting contract by your child's school or the Education Welfare Service. This is a formal agreement in which the school and/or LA agree to provide you with support and you agree to do certain things to help improve your child's attendance.

As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being taken to court.

Legal Sanctions when:

- A student is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence following written warning to improve.
- A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.
- Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- Penalty Notices will be used in accordance with Nottinghamshire City Council's Penalty Notice Protocol.
- Prosecution where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.
- Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
- A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.
- Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.
- The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

- The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.