



Approved by Governors: October 2009

Date of Review: October 2010

# Attendance Policy

Q3  
ACADEMY

**Q3 Academy**  
**ATTENDANCE POLICY**

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## Introduction

Q3 Academy believes that regular attendance is a key factor in the drive to raise standards of attainment and enhance the learning opportunities of all students. Poor attendance is recognised as a key factor in underachievement and disaffection. It is the duty of all staff to actively promote and encourage good attendance with all students.

This policy recognises the statutory duties of all stakeholders relating to attendance. These include:

- The Education Act (1996) (amended 2002)
- The Education (Student Attendance Records) Regulations (1991)
- The Education (Pupil Registration) Regulations (1995) (amended 2001)
- Social Inclusion: Pupil Support (DfES circular 10/99)

Academies are required to keep regular and accurate records of each student's attendance and report this to the LA and DCSF. The Education Act (1996 and 2002) requires parents to ensure that their child/children attend Academy on a regular basis. Non-compliance may result in legal action against parents when they fail to cooperate with interventions or in cases where it is likely that such action will result in an increased level of attendance.

## Aims

The aims of this policy are:

- To inform staff and parents of their role in promoting good attendance
- To reduce levels of authorised and unauthorised absence
- To raise the profile of attendance and punctuality and highlight the importance of regular attendance
- To reward excellent and improved attendance
- To introduce clear and effective procedures for monitoring attendance and punctuality
- To ensure close and effective partnership with the Education Welfare Service

## Objectives

- To meet or exceed the Academy's published attendance target
- To implement strategies to raise the profile of attendance and punctuality including:
  - Regular feedback to students on attendance levels
  - First Day Calling
  - Input and support from outside agencies for those identified as 'at risk' of poor attendance
- To support strategies for improving attendance and punctuality through appropriate rewards including:
  - Half termly 100% attendance certificate
  - Termly cash prizes
  - Annual 100% attendance A3 certificate presented by Chair of Governors
  - Annual most improved attendance A3 certificate presented by Chair of Governors
- Regular contact between Personal Tutors, Personalising Learning Directors, Education Welfare Service, parents and students through a structured programme of meetings and assemblies regarding all issues relating to attendance
- The overview of all attendance issues within a Company will be the responsibility of the designated Strategic Director.

## Responsibilities

Q3 Academy is committed to working within the legal responsibilities of all stakeholders relating to attendance to secure a high level of cooperation. Procedures will operate within a partnership between the Local Authority (LA), Governors, Senior Management and those working to support attendance with parents and students

## Academy Personnel with Specific Responsibilities for Attendance Issues

- Strategic Directors
- Personalising Learning Directors
- Personal Tutors

## Working Partnerships

### (i) Education Welfare Officer

Responsibilities:

- Individual case work with students and families – following referral
- Promoting a high level of attendance for all students
- Re-integration of students following extended absence
- Alternate provision for low attenders (KS4)
- Regular review of all students with Personalising Learning Directors
- Weekly review of Academy wide issues with assigned Strategic Director

## Procedures

The roles of staff with specific responsibilities for attendance issues within a staged approach to monitoring attendance are highlighted below. Central to these procedures is the recognition that there is a clear relationship between regular attendance and academic achievement. Other factors which are key to these procedures include:

### Punctuality:

- Punctuality is monitored regularly by Personal Tutors and Personalising Learning Directors.
- Students arriving after the start of a session one are marked as late.
- For students marked late on three or more occasions during the period of one half term a letter is sent home to parents.
- All students with three or more recorded late marks in the period of one half term will have their attendance record reviewed and Personalising Learning Directors will take appropriate action where necessary
- Students arriving late to lessons must be challenged at an appropriate time in the lesson (this may not be when they arrive).
- Companies should impose sanctions when lateness is regular and without a reasonable explanation.
- If staff have made a student late for a lesson they must fill in a 'late to lesson' slip and give this to the student with the date and time of departure clearly stated

### Communication with Parents:

- When form Personal Tutors become concerned about an issue relating to the attendance of one of their tutees or require clarification regarding an attendance issue they should:
- Contact parents (when it is reasonable/appropriate to do so)
- Inform the Personalising Learning Director (on all occasions)
- When Personalising Learning Directors become concerned about an issue relating to the attendance of one of their students or require clarification regarding an attendance issue they should:
- Contact parents
- Discuss the case with the Education Welfare Officer where this is appropriate

- The Education Welfare Officer will communicate with parents where this is appropriate and a referral has been made
- Students who are absent with no reason provided (unauthorised absence) will be subject to a telephone call home the same morning – **first day calling**. A reason for absence will be requested and subsequent issues dealt with by the Academy
- Parents wishing to report an absence should:
  - Telephone the attendance line the same morning to give details of the absence including reason and expected duration

**AND**

- Send students back to Academy with a note to their Personal Tutor to explain the absence

***Please note that it is the Academy's decision to authorise absence***

**Re-integration Following Absence**

- It is recognized that students returning to Academy following prolonged absence may require a phased approach to re-integration or extra support in this process. Support may include:
  - Inclusion Centre
  - Learning Mentors
  - Personalising Learning Director intervention
  - Personal Tutor intervention

**Referral Criteria to Outside Agencies**

Poor attendance is recognised as a key factor in disaffection and underperformance academically. Under certain circumstances referral to outside agencies may be necessary.

**Education Welfare Service:**

- The Education Welfare Officer will work with students referred by the relevant Personalising Learning Director
- All referrals made in this way will follow the Non Attendance Procedure and will be led by the Education Welfare Officer

**Procedures for Attendance**

**Personal Tutor**

- To take the register in each of the Tutor / Register using the assigned system.
- To use a paper registration sheet to communicate all absences when the electronic system is not available – this should be returned to the Attendance Officer.
- To mark as 'late' all students who arrive after the register is taken but within the registration period
- To ensure all students are aware that they must sign in at reception if they arrive in the Academy after the Tutor / Assembly period
- To request from all students written confirmation of the reason for absence where this has not already been provided
- Personal Tutors experiencing difficulty in obtaining a reason for a student's absence should discuss this with the Personalising Learning Director
- To positively encourage all students and the tutored group to be aware of and engage with the reward systems related to excellent and improved attendance

## **Procedures for Attendance**

### Personalising Learning Director/Personalising Learning Champion

- To encourage an ethos of excellent attendance with all students
- To have an oversight of registration within the Company and monitor the attendance of all allocated students in the year
- To analyse patterns of non-attendance and address these appropriately
- To monitor individual student's attendance through a Personalising Learning Director monitoring card where this is appropriate
- To support Personal Tutors in obtaining reasons for absence in difficult cases by supplying letters/contacting parents directly
- To regularly monitor students on the Long Term Absence List (LTA) and communicate appropriately with parents and other agencies. (Long term Absent List – absent for more than 20 or more Academy days).
- To meet with the Education Welfare Officer regularly to discuss the attendance of the student in the company and specific issues relating to this
- To identify students in need of further support and to facilitate this additional support
- To use the official referral form to refer students causing major concern to the Education Welfare Officer
- To access appropriate Continuing Professional Development in this area
- To place attendance on the Company agenda meetings at agreed intervals
- To seek the support of the designated Strategic Director as required

## **Procedures for Attendance**

### Designated Strategic Director

- To monitor attendance across the Academy on a regular basis
- To set and review challenging targets for attendance and support all staff and students to achieve them
- To ensure electronic mechanisms for gathering attendance data (SIMS) are working effectively and staff are trained and supported in using them
- To ensure that all students are registered accurately.
- To liaise with the Attendance Administrator and ensure that attendance data is updated regularly on the Academy system and feedback is provided to staff/students/LA/DCSF on a regular basis
- To provide compulsory attendance data termly to the DCSF and the LA
- To provide updates at agreed intervals on attendance statistics to the Executive Group/Governing Body
- To meet with the EWO when necessary
- To lead the rewards policy for excellent and improved attendance
- To ensure strategies to encourage high attendance receive a high profile with students, parents, staff and governors
- To ensure strategies to address lateness work effectively
- To liaise with external education providers and ensure regular attendance feedback is given to the Academy and the LA for students receiving off site provision.

## **Procedures for Attendance**

### Attendance Administrator

- To operate the electronic attendance software on a daily basis
- To ensure all 'paper' registers are transferred to the electronic system after registration
- To print off paper registers (a.m. and p.m.) in case of emergency evacuation
- To provide Personalising Learning Directors with weekly updates of attendance for their Company to allow them to clear unauthorised absence
- To operate the absence line and transfer information on to the system
- To update and maintain the attendance notice boards on a regular basis

- To provide attendance data to award half termly attendance prizes

## **Procedures for Attendance**

### First Day Calling

- To maintain lists from all Personalising Learning Directors of targeted students for first day calling priority attention
- To gather information daily on students with no reason provided for their absence that day
- To telephone those students (priority first) on a year by year basis on a rolling order of years
- To update the registration system with reasons for absence
- To liaise with Personalising Learning Directors and parents regarding issues which arise

## **Procedures for Attendance**

### Parents

- To ensure regular attendance of all children in line with the law and statutory guidelines
- To ensure punctuality and support the Academy in achieving this
- To ensure they are fully aware of term dates and ensure they do not book holidays during these times
- To inform the Academy immediately their child is absent by telephone or letter on return to the Academy
- To work with the Academy and the Education Welfare Service to challenge poor attendance
- To contact the Academy and request support should this be necessary

## **Procedures for Attendance**

### Governing Body

- To be aware of the Academy targets for attendance and current progress towards those targets
- To be aware of strategies designed to encourage excellent and improved attendance and punctuality
- To monitor the effectiveness of strategies used to monitor attendance and ensure appropriate requirements are funded and supported
- To intervene in cases of severe poor attendance and poor punctuality to offer support and ensure improvement

## **Attendance Strategies**

Strategies designed to improve and encourage high levels of attendance and punctuality and reduce levels of unauthorized absence have been outlined within this policy. These lie at the heart of the Academy's commitment to raising standards of achievement. They include:

- Rewarding excellent and improved attendance
- Regular attendance items in the Academy bulletin
- Appointment of an Attendance Administrator
- Electronic attendance data
- EWO support
- First Day Calling
- Reintegration for long term absentees through the Inclusion Centre
- Register sweeps
- Gender specific information to Personalising Learning Directors
- Regularly contacting parents of persistently late students

## **Monitoring/Evaluating/Reporting**

The Attendance Administrator prints off attendance reports for each Personalising Learning Director on a weekly basis to enable regular updating, monitoring and evaluating. Personal Tutors are encouraged to take a proactive role in encouraging excellent attendance and punctuality from all their tutees.

The designated Strategic Director receives a weekly full attendance report, outlining attendance and authorised/unauthorised absence percentages. This is reported to the Principal and the governing body via the appropriate Report. The Education Welfare Officer has full access to the electronic registration system on the Academy site.

Regular monitoring, as outlined above, enables the Academy to:

- Target individuals for action and support and set realistic targets
- Actively involve parents in increasing attendance levels
- Provide data on student's attendance via the reporting system and more regularly when required
- Identify groups for targeted support
- Inform future strategy and practice
- Set targets at individual, Company and whole Academy level

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.