

ACADEMY ATTENDANCE POLICY



KEY PERSONNEL

Name	Role	Responsibility
J Brandreth M Keenan	Principal Vice Principal	To oversee the work of the Academy's lead professional for attendance
D Balmer	Assistant Principal	To monitor and promote attendance throughout the Academy including the attendance and welfare of vulnerable groups and students at risk
	Learning Leader (Year)	To monitor the attendance situation of individual children or young people in the Year Group
	Group Tutor	To monitor and promote the attendance of students in his/her tutor group
Jo Flower	Governor	To monitor the Academy's work to promote and maintain good attendance
	Local Authority	To provide legal support as appropriate through its Education Welfare Service

Attendance Policy Statement:

Good attendance is essential if students are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable students are given the same opportunities, which may mean extra support in certain cases.

The Academy aims to achieve good attendance by operating an attendance policy within which staff, students, parent(s)/carer(s), local community and the Local Authority can work in partnership. The Academy will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the Academy. The attendance policy is based on the premise of equal opportunities for all.

Aims:

- To create a culture in which good attendance is the norm
- To demonstrate to students, parent(s)/carer(s) and staff that the Academy values good attendance and to recognise that good regular attendance is an achievement in itself
- To have consistent, high expectations for all students
- To value the individual and be socially and educationally inclusive

Objectives:

- To involve students in promoting good attendance
- To improve communication with parent(s)/carer(s) about regular attendance
- To expect all Academy staff to continue to take appropriate responsibility for children or young people's attendance
- To recognise the important role of group teachers in promoting and monitoring good attendance as part of their role as learning mentors
- To provide mechanisms within the Academy to enable these aims and objectives to be met

Expectations:

- To have an effective means of collecting and monitoring attendance information
- To ensure that such data is available and used effectively by the Academy managers and staff
- To agree specific targets for individuals, groups, years and the whole school in a context of all known relevant factors and record these in the Academy Attendance Plan
- To keep parent(s)/carer(s), students and governors informed of policy and practice
- To ensure that the Academy actively promotes good attendance and the educational welfare of vulnerable groups, such as Looked After Children and SEND students

Procedures:

- Children or young people are expected to attend the Academy for the full 190 days of the academic year, unless there is a good reason for absence.
There are two types of absence:
 - Authorised (where the Academy approves student absence)
 - Unauthorised (where the Academy will not approve absence)

- It is expected that parent(s)/carer(s) will provide an explanation if the child or young person is absent on the first day the absence occurs
- If contact explaining the child or young person's absence isn't made by parent(s)/carer(s), then the Academy will contact home by telephone on the initial day. If the absence is not explained it will be 'Unauthorised'

This contact needs to be recorded in the register.

- The Principal will regularly remind parent(s)/carer(s) of the importance of good attendance and punctuality
- Children or young people with 100% attendance will be recognised by the school

Identification & Referral

- Identification is made by the form teacher or Learning Leader (Year)
- Concerns are collated by the Learning Leader (Year)
- The Pastoral Manager meets fortnightly with the SLT Attendance Lead. Students whose attendance is giving cause for concern are discussed and strategies agreed. Agreed strategies are discussed with the Learning Leader (Year)

Completing the Register

- Students are given an attendance mark on six occasions each school day – during tutor time and in each of five lessons
- The Academy expects staff to ensure that registers are a current and accurate record of the attendance of students under their supervision. Registers provide the daily record of the attendance of all students; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school
- The register should be marked using the symbols advised by the DFE and Cheshire West and Chester Council
- The Academy has a computerised register and the Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998

Lateness

- The Academy starts the day at 8.45 am and all students are expected to be present for registration at this time.
- Students who are consistently late are disrupting not only their own education but also that of others
- Where persistent lateness gives cause for concern further action may be taken by the Learning Leader (Year) with the help, as appropriate, of the Pastoral Support Worker.

Family Holidays during term time

From the 1st September 2013, the law does not give any entitlement to parents to take their child on holiday during term time.

Any applications for leave of absence must be in **exceptional circumstances** and the Principal must be satisfied that the circumstances warrant the granting of leave.

The Principal will determine the number of days a child can be away from school if the leave is granted.

Parents may be fined via the Local Authority if the child is absent for more than 10 consecutive sessions (5 days) without consent from the school.

What can parent(s)/carer(s) do to help?

- Do not allow your child to have time off school unless it is really necessary and do promote the importance of good attendance
- Let the Academy know as soon as possible why your child or young person is away
- Try to make appointments outside school time

If you are worried about your child's attendance at school what can you do?

- Talk to your child
- Talk to the Principal and staff at the Academy
- Talk to the Education Welfare Service
- You may contact the Education Welfare Officer, who will work with you and the school to resolve this situation

Parent(s)/carer(s) need to be aware that Cheshire West and Chester Council in conjunction with Schools is operating Fixed Penalty Notices for non-attendance.

In developing this Attendance Policy we have taken into account the fact that Cheshire West and Chester is a diverse community. The Academy has incorporated practice, which guards against disadvantaging any sections of the community. Improving the performance of underachieving students is a key priority in the Education Development Plan. This aims to improve the attainment of minority students across the County.

The Academy understands the need for on-going communication with parent(s)/carer(s) and students regarding this policy, particularly those new to the Academy.

Approved at Student Progress & Achievement Committee: 13th November 2018

Review Date: Autumn Term 2019