



ALBANY ACADEMY

ATTENDANCE POLICY

DATE OF LATEST UPDATE:	November 2020
REVIEW DATE:	
POLICY APPROVED BY GOVERNORS ON:	
POLICY AVAILABLE FOR STAFF AT:	Staff Handbook
POLICY AVAILABLE FOR PARENTS AT:	Website

AIMS

The school recognises the clear link between the attendance and attainment of students. The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole. In order to achieve this, all members of the school community have an important contribution to make.

We will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance
- Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.
- Further develop positive and consistent communication between home and school
- Set targets to improve individual pupil and whole school attendance levels.

RIGHTS, ROLES AND RESPONSIBILITIES

We will develop a procedural framework to complement this policy that will define agreed roles and responsibilities for:
Parents and carers

- Students
- School staff
- Governors

The framework will identify how we will deliver our aims in respect of regular and punctual attendance. This procedural framework will include guidance on: -

- Registration
- What constitutes unauthorised absence
- Consistent use of codes for authorised absence
- Leave of Absence requests
- Systems for monitoring attendance and punctuality for individual students
- Systems for dealing with absence
- Systems for reintegrating students who have been absent
- Systems for monitoring whole school attendance and Action Planning
- Appropriate alternative curricular arrangements

Leave of Absence

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents/carers are able to demonstrate exceptional circumstances.

Use of Penalty Notices

School may request that the Local Authority issue Penalty Notices in respect of unauthorised absence in accordance with the local Code of Conduct. The circumstances under which such requests will be considered will be set out in the procedural framework on attendance.

Partnership Working

School will work with the Local Authority and support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance.

Monitoring, Analysis, Action Planning

School will adopt systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future Action Planning and target setting in respect of whole school attendance matters.

Linked Policies

Safeguarding/Child Protection Policy
Anti-Bullying Policy
Behaviour Management Policy
Exclusion Policy
Policy for Children Looked After

Targets

Our target for every student is at least 96% attendance over the course of the year.

Where students fall below this target they are at risk of the interventions listed below and of not being allowed to participate in trips or other extra-curricular activities.

RIGHTS AND RESPONSIBILITIES

Parents

- Ensure children attend regularly, and punctually
- Contact expected on first day of absence
- Contact each day for continued absence
- Parental notes on return from absence
- Avoid any leave of absence in term time unless absolutely unavoidable
- Requests for leave of absence to be submitted on the authorised form, **giving a minimum of 28 days notice**
- Early contact with school where parents become aware of problems with attendance
- Attendance at meetings if concerns are identified
- Participation in Attendance Panels as required
- Supporting Attendance Contracts where appropriate
- Supporting the school in agreed interventions/action plans

Students

- Acknowledge behaviour needed out of school e.g. early bedtimes to allow punctual attendance
- Attend school regularly and punctually
- Adhere to appropriate systems for late registration
- Adhere to attendance contracts where appropriate

Attendance Lead

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance

Home School Liaison Officer (HSLO)

- Monitor daily attendance and implement interventions as appropriate
- Work with parents to ensure the students attend
- Provide rewards for improving attendance and overall high attendance
- **Analyse school data in comparison to Local Authority and National data and devise strategies for school improvement**

All Staff

- To provide a welcoming atmosphere for children
- To provide a safe learning environment
- To ensure an appropriate and responsive curriculum
- To provide a sympathetic response to any students' concerns
- To promote regular attendance and punctuality
- To be aware of factors that can contribute to non-attendance
- To be aware of the part all staff can play in ensuring attendance is seen as important for all students
- To see students' attendance as the responsibility of all staff, even if the co-ordination and management of attendance are designated responsibilities of specified staff
- To participate in training regarding school systems and procedures
- Teachers will only use / \ or N code in registers

Governors

- Agree adoption of Attendance Policy and review it annually
- Agree statutory targets for attendance for the school
- Monitor attendance figures termly
- Lead Attendance Panels as required
- Appoint a Link Governor for attendance and behaviour

PROCEDURES

Registration

The Senior Attendance Lead should ensure that staff responsible for marking registers are aware of the codes to be used and that registers are marked accurately and consistently.

- Registration periods take place twice a day at 8.50 am and 12.15 pm (Period 4)
- The formal close of registration for morning registration is 9.30 am
- If students arrive after registration has closed they are marked as U (absent for the full session)
- If a pupil needs to leave school during the day they must sign out at reception, providing staff with a note from parents, which must be countersigned by their Key Stage Manager
- There is an answer-phone facility available for parents to leave messages regarding their children's attendance
- Any such messages received by school are logged, with the time, date and reason for absence noted
- The Attendance Officer and Senior Attendance Lead are authorised to amend absence codes
- Where students are dual registered, or are taking part in other approved educational activities, the register will be amended following regular discussion and information sharing with the other establishment
- Consistency of use of codes, and acceptable reasons for absence across the whole school will be monitored as part of ongoing attendance data evaluation (see Monitoring and Analysis section)
- It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the Senior Attendance Lead in conjunction with the Home school Liaison Officer, and must be communicated to parents in a letter giving reasons for the decision

Leave of Absence

- Any changes to the school's policy on leave of absence will be made known to parents via the attendance booklet that is provided to students at the start of the academic year. Parents may request a copy of this attendance policy for more specific information. Changes will also be published on the school website
- Parents are strongly discouraged from taking their children out of school, for any reason, during term time
- All requests for leave of absence will be declined unless parents can evidence exceptional circumstances
- Requests for leave of absence during exam times will not be authorised
- Parents must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website
- If a pupil fails to return from an agreed period of absence, investigations will be made by Home School Liaison Officer

- If school investigations fail to make contact with the parents/pupil the case will be referred to the Children Missing Education Team who may, after further investigation, inform school that the pupil may be removed from roll. Police welfare checks may also be requested.
- Penalty Notices will be used in cases where an application for leave of absence is refused and the pupil is subsequently absent during the dates originally requested. Parents will be warned of potential consequences when an application for leave of absence is declined.
- Penalty Notices will be used in cases where a pupil is absent without a request for leave of absence being submitted, and where the school is satisfied, after investigation, that the pupil is on an unauthorised holiday.
- Where attendance falls below 65% parents may be prosecuted.

Attendance Contracts

The Anti-Social Behaviour Act 2003 makes provision for the use of Contracts where attendance is a cause for concern. The school may choose to initiate such contracts following the case being discussed at the Attendance Panel and agreed by the Senior Attendance Lead and Home School Liaison Officer.

Attendance contracts will not typically be used the first time a pupil and their parents are invited to attend an attendance panel. In serious cases where all previous targets have failed, parenting contracts may be used as a precursor to prosecution, and used as a method of gathering evidence of parent's failure to improve their child's attendance.

- Each individual contract will identify areas of concern and set specific targets to be met by students, parents and the school
- Each contract will typically last six school weeks
- Following this period the contract will be reviewed and a new contract issued if necessary
- Attendance contracts are voluntary, although parents will be encouraged to accept them. Where contracts are refused, it may be necessary for school to make a request to the Authority's legal team for prosecution
- Where contracts are successful a letter of acknowledgement will be sent and new targets set to continue the improvement
- Where contracts are unsuccessful they will be reviewed and a new contract may be issued or school may decide to make a request for prosecution

Penalty Notices

The school may seek to use Penalty Notices in the following cases:

- Following an Attendance Panel where parents have been warned in writing of the school's intention to use a penalty notice
- Where an application for leave of absence has been refused and the pupil is subsequently absent during the requested dates
- Where an application for leave of absence has not been submitted but the pupil is absent and the school is satisfied, following investigation, that the pupil is on an unauthorised holiday
- Students failing to return after an authorised leave of absence
- Students who are persistently late after registration has closed

SYSTEMS FOR DEALING WITH ATTENDANCE ISSUES

Lateness

The school has clearly defined systems for identifying students whose punctuality is a cause for concern and for implementing work with those students.

- Students arriving late to school are met by a senior member of staff who signs them in and discusses with them the reason for their lateness. If students do not have a valid reason they will receive a break-time detention and a detention for half of their lunch hour
- HSLO and Pastoral Officers will discuss the effects of persistent lateness with students and parents as necessary
- Where persistent lateness is a serious problem (students receiving 5 late marks in one half term) parents and students will attend a panel meeting

- Students may be placed on a punctuality contract to be monitored by HSLO and parents daily

Absences

The school has clearly defined systems for identifying students whose attendance is a cause for concern, and for implementing work with those students.

MONITORING, ANALYSIS, EVALUATION AND ACTION PLANNING

The Senior Attendance Lead has responsibility for monitoring whole school attendance and evaluating the effectiveness of the school's policy and procedures.

- Data on attendance will be collected and analysed a minimum of once a half term throughout the year and SLT and daily by HSLO
 - Patterns of broken weeks
 - Patterns of absence
 - Patterns of lateness
 - Patterns of medical appointments
- Regular checks will be made to ensure correct and consistent use of absence codes across the school
- Trends in reasons for absence will be analysed termly
 - Extended medical leave
 - Use of the code C
 - Leave of absence
 - Exclusions
- Trends in particular groups (SEN, CLA, FSM, ethnic groups, gender), forms or years will be identified half termly
- Attendance data will inform action planning, and will be linked to the school development plan and future revisions of the Whole School Attendance Policy
- Data will be returned promptly to the Local Authority and the Department for Education within set deadlines
- Evaluation of the effectiveness of the school's systems for registration, identification of attendance issues and dealing with lateness will be on-going with a formal review taking place annually
- Monitor and evaluate the impact of interventions half termly
- Frequency and nature of feedback re analysis of attendance data to
 - Governors – termly
 - Staff – on-going / half-term
 - Students – ongoing via attendance panels
 - Parents –ongoing via attendance panels

COVID 19 ADDENDUM

Attendance expectations

From the start of the autumn term 2020 pupil attendance became mandatory and the usual rules will apply on attendance, including:

- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is registered.
- School's responsibilities to record attendance and follow up absence
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

There are some circumstances where pupils cannot attend school due to the coronavirus (COVID-19). These absences will be categorised as 'not attending in circumstances related to coronavirus (COVID-19)' where a pupil does not attend because their travel to, or attendance at, school would be:

- Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/ or the Department of Health and Social Care (DHSC)
- Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Government's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category on non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Attendance codes:

- Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X.

Examples are as follows:

- Pupils who are required to self-isolate as they, or a member of their household has symptoms or confirmed coronavirus (COVID-19)
- Pupils who have symptoms should self-isolate and get a test.
- If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as a different illness), then they will be recorded as code I – illness, as would usually be the case. Code X will only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative result.
- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough, and/ or loss of sense of smell and/or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.
- If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.
- If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.
- If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.
- In all cases of self-isolation, we will ask parents to inform us immediately about the outcome of a test. We will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only:

- Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.
- If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

- Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

Local lockdown:

- If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

Remote education:

- If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will be able to immediately offer them access to remote education. Where possible, we may be able to provide IT devices, where we are unable to do so we will provide paper based work. We will keep a record of, and monitor engagement with this activity.
- SEND students will be contacted by a member of the SEND department to check that they can access the work provided and support adjustments where required. Parents of children with an Educational and Health Care Plan, will be contacted to discuss their personalised Risk Assessment for self-isolation.

Support:

- If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will endeavour to maintain regular contact to check on the welfare and emotional wellbeing.
- If the parents of the child are in receipt of Free School Meals, we will be able to provide support with accessing food provisions as discussed with the parent.
- If the pupil usually receives support from an external agency or via Student Support, this support may continue on a remote basis (welfare phone-call, virtual online meeting).

The Department for Education has provided guidance to schools on attendance during the coronavirus (COVID-19) pandemic:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year#attendance-expectations>

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

APPENDIX

DAILY ATTENDANCE PROCEDURES

<i>Day of Absence</i>	<i>Procedure</i>	<i>Staff member</i>
1 st	<ul style="list-style-type: none"> Those pupils marked as N with no reason given will be sent Truancy Call between 10:00 – 10:30 If there is no response to Truancy Call phone call to be made by HCA HCA to make final attempt to contact parent by phone If HCA makes no contact JEC/HCA First Response letter to parent <p>FIRST RESPONSE SHOULD REDUCE THE NUMBER OF UNEXPLAINED ABSENCES. TO FURTHER REDUCE THESE I INTEND TO SEND FORM TUTORS AN UNEXPLAINED ABSENCE REPORT EVERY MONDAY FROM THE PREVIOUS WEEK; AND FORM TUTORS MUST CHASE INDIVIDUAL PUPILS AND OBTAIN REASON FOR ABSENCE. THIS CAN BE RECORDED ON p10 IN PUPIL PLANNER. THESE MUST BE COMPLETED BY THE END OF THE WEEK AND PASSED ON TO JEC/HCA. PUPILS WHO FAIL TO DO THIS WILL BE GIVEN AN APPROPRIATE SANCTION.</p> <p>Letter FR1</p>	<p>JEC</p> <p>HCA</p> <p>HCA</p> <p>JEC/HCA</p>
2 nd	<ul style="list-style-type: none"> Truancy call to be sent if pupil still coded as N If no response to Truancy call HCA to attempt telephone contact Failure to make telephone contact will result in a Home Visit to be carried out. If no contact Calling Card to be left 	<p>JEC</p> <p>HCA</p> <p>HCA</p>
3 rd	<ul style="list-style-type: none"> Continued unauthorised absence HCA to make Home Visit, hand deliver Unauthorised Absence letter as still no response. <p>Letter UA1</p>	<p>HCA</p>
4 th	<ul style="list-style-type: none"> Letter sent to Parent inviting them in to school to discuss their child's attendance concerns. Contact Early Intervention Team – Welfare check/Safeguarding <p>Letter UA2</p>	<p>HCA</p> <p>Pastoral Officers/KS Managers invited to this meeting.</p>
5 th	<ul style="list-style-type: none"> Begin PN 1 proceedings 	<p>HCA</p>

ATTENDANCE INTERVENTION HIERARCHY

<i>Attendance Level</i>	<i>Action</i>	<i>By whom</i>
<p>All pupils</p>	<ul style="list-style-type: none"> Attend school regularly and be punctual daily, registration takes place twice daily at 8:50am and 1:50pm. Use weekly attendance figures to promote good attendance in tutor time and assembly Discuss attendance patterns and impact of attendance on a regular basis. Pupils will receive individual percentage attendance on a half termly basis. This will be colour coded Green Orange Red and the necessary Intervention will be put in place Teachers to reinforce to pupils the link between good attendance and attainment on a regular basis. 	<p>Form Tutors</p> <p>KS Managers</p> <p>Pastoral Officers</p> <p>HSLO</p> <p>All teaching staff</p>
<p>95% and above – Green</p>	<ul style="list-style-type: none"> Pupils rewarded on a half termly basis – Eg. certificates, reward stickers, entry in to draw for trip days 	<p>KS Managers</p> <p>HSLO</p>
<p>94.9% - 90% - Orange</p>	<ul style="list-style-type: none"> Pupils to meet with HSLO at the beginning of the half term to identify and discuss attendance concerns and set specific targets. Letter of concern sent out parents in this category after HSLO has met with pupils. Advising parents of attendance concerns and targets set. Pupils should be aiming to reach 95% attendance. At the end of the half term pupils meet with HSLO and review targets, Certificate of Improved Attendance presented to pupil in Assembly by KS Manager. Letter sent home to parents to congratulate pupils. <p>Pupils failing to make progress towards their attendance targets will now move to the Red Level 1 intervention level.</p>	<p>HSLO</p> <p>HSLO to produce letter and include target for the Half term. Tutors, Pastoral Officer and KS Managers receive copies of letters and agreed targets.</p> <p>HSLO to produce Certificates and KS Managers to present in Assembly.</p> <p>HSLO to send letter home to parents</p> <p>HSLO to send letter home to parents to advise no improvement and next steps.</p>
<p>Less than 90% attendance Red</p> <p>Prosecution may be considered at this stage.</p>	<p>RED LEVEL 1 INTERVENTION</p> <ul style="list-style-type: none"> 89.9 – 85% Attendance Panel to be held with parents. Letter sent home by HSLO, Meeting chaired by HSLO KS Managers, Pastoral Officers, SENCo (if on SEND register) & Social Worker (if CSC involvement) invited to attend. Appropriate targets set with pupil/parent/school. 	<p>HSLO</p> <p>Copy of Attendance Panel outcomes and targets shared with Tutors/Pastoral Officers/KS Managers/SENCo/Social Worker</p>

	<p>Monitored by HSLO – Review Meeting held with HSLO and Parents after 4 week period. If targets met HSLO will continue to monitor and liaise closely with pupil.</p> <p>If no improvement and attendance begins to fall intervention escalates to Red Level 2</p> <p>RED LEVEL 2 INTERVENTION</p> <ul style="list-style-type: none"> 84.9 – 80% Attendance Panel to be held with Parents, letter home by PCR, HSLO, KS Managers, and Pastoral Officers SENCo (if on SEND register) & Social Worker (if CLA) invited to attend. 	<p>PCR/HSLO</p> <p>Copy of Attendance Panel outcomes and targets shared with Tutors/Pastoral Officers/KS Managers/SENCo/Social Worker</p>
	<p>Monitored by HSLO – Review Meeting held with PCR/ HSLO and Parents after 4 week period. If targets met, new target can be set. HSLO will continue to monitor and liaise closely with pupil/parents</p> <p>If no improvement and attendance begins to fall intervention escalates to Red Level 3</p> <p>RED LEVEL 3 INTERVENTION</p> <ul style="list-style-type: none"> 79.9% and below Attendance Panel to be held with parents, letter home by PMA. PMA to chair the meeting HSLO, KS Managers, and Pastoral Officers SENCo (if on SEND register) & Social Worker (if CLA) invited to attend. <p>Monitored by HSLO – Review Meeting held with PMA/ HSLO and Parents after 4 week period. If targets met, new target can be set. HSLO will continue to monitor and liaise closely with pupil/parents.</p> <p>If no improvements are made Parents will be invited in to discuss further action with PMA/HSLO.</p>	<p>PCR/HSLO</p> <p>Copy of Attendance Panel outcomes and targets shared with Tutors/Pastoral Officers/KS Managers/SENCo/Social Worker</p>

PENALTY NOTICES

<p>PN 1 Unauthorised Absences Register Codes O and/or U</p> <p>PN 2 Unauthorised leave in term time or failure to return from Authorised leave Register code G</p>	<ul style="list-style-type: none">• Where a pupil accrues 10 sessions of unauthorised absence during a term, or 14 sessions over two consecutive terms, the Penalty Notice procedure may be used.• The unauthorised absences can be late after the register closes at 9:30am Code U, unauthorised absence Code O and/or unauthorised holiday Code G.• This can be an effective strategy to discourage holidays in term time, or to reduce unauthorised absence where parents do not engage with school support.• The use of Penalty Notices would not normally be considered appropriate for cases of where absence is chronic.
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