



ATTENDANCE POLICY

DRAFTED BY	L Newton (based on SCC Policy)
DATE OF APPROVAL BY FULL GOVERNING BODY	11.12.17
REVIEW DATE	November 2018
RESPONSIBLE FOR DAY TO DAY MANAGEMENT	Lois Newton Deb Kay Louise Wainwright
RESPONSIBLE FOR REVIEW	Vice & Assistant Principal

UNITED ENDEAVOUR TRUST
EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



Principles

For a child to reach their full educational achievement a high level of school attendance is essential. We will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school. We believe promoting excellent attendance is the responsibility of the whole school community.

Aims and Objectives

- ✓ To ensure all students take full advantage of opportunities for learning in school
- ✓ To ensure the well-being and safety of children of the United Endeavour Trust
- ✓ To set school targets for attendance
- ✓ To monitor student absence and the reasons

Intentions

- ✓ To actively promote and encourage 100% attendance for all pupils
- ✓ To celebrate at the end of every term 100% attendance in individual pupils
- ✓ To monitor regular or extended absence and take steps to resolve this
- ✓ To work with EWO (Educational Welfare Officer) to ensure no student is absent without school being aware of the reason
- ✓ To use the School Information Management System to analyse and monitor students' patterns of absence and work with parents to rectify patterns

All students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Good attendance is important because:

- ✓ Statistics show a direct link between under-achievement and poor attendance
- ✓ Regular attenders make better progress, both socially and academically
- ✓ Regular attenders find school routines, school work and friendships easier to cope with
- ✓ Regular attenders find learning more satisfying

Roles and Responsibilities

Attendance is overseen by Senior Leaders and Student support/Attendance Officer. Weekly meetings are held with attendance coordinator to discuss all attendance figures for the week. Students causing concerns are also identified at this point and appropriate procedures, as outlined in the policy are followed.

In addition to 'in-house' roles the United Endeavour Trust works closely with the Local Support Team and ATTEND to discuss individual cases and decide on appropriate next steps, hold 'late-gates' and look at whole-school improvements or concerns relating to attendance statistics.

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the student to Education Welfare. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the students' attendance have failed, Education Welfare can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the student. In addition, United Endeavour Trust has chartered the services of "Attend" in order to address specific attendance concerns as they arise.

Alternatively, parents or students may wish to contact Education Welfare themselves to ask for help or

information. They are independent of the school and will give impartial advice.

The attendance policy includes procedural referral agreements that are designed to promote and safeguard the welfare of students. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to Education Welfare.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Registration

Registration will be on Lesson Monitor which should be completed within the first 10 minutes of the lesson.

In the morning, registration will be taken at 8.50, in order to be suitably prepared for registration all students are expected to be in school by 8.45.

In the afternoon, registration will be taken at 13.55 - 14.15. (2.00pm STB)

Schools are required to take an attendance register twice a day, and this shows whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent every half-day absence from school has to be classified by the school, as either **Authorised** or **Unauthorised**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other exceptional circumstance.

Unauthorised absences are those which the school does not consider reasonable and for which no permission for absence has been given. This includes, but is not limited to:

- parents keeping students off school unnecessarily
- truancy before or during the school day
- absences which have not been properly explained
- students who arrive at school too late to get a mark

Absence

Parents are asked to inform the school immediately their child is absent. There is a dedicated "absence line" (*telephone number Newcastle Academy 01782 667660/ Clayton Hall Academy 01782 297566 / Sir Thomas Boughey 01782 729400*) with an answering machine for parents to leave messages. The Schools operates a policy of first day contact.

As part of our strategy for Social Inclusion, the Student Support / Attendance Officer will contact parents should any student be away from school without notification from parents, to find out the reason for their child's absence.

Each week an Absence Report will be issued to Form Tutors for unexplained absences (both morning and afternoon sessions).

Leave of Absence during Term Time

Requests for leave in exceptional circumstances, should be made in advance of the event and in writing. Specific details should be included such as dates and should be addressed to Ms L Newton at Newcastle Academy, Mrs L Wainwright at Sir Thomas Boughey and Mrs D Kay at Clayton Hall Academy. Should the request be for other planned absences such as participation in sporting or other educational representative activities the same procedure should be followed. We will require documentation regarding this, such as a copy of the selection letter or confirmation of an exam date. If a leave of absence is granted, then it will be for a fixed period of time. Any lateness in the return to school may be deemed as unauthorised leave of absence. If a parent does not apply for leave, but we believe that the student has been taken on holiday, then we will contact the parent to express our concern. The parent will be expected to provide contrary evidence to support

the absence by a specified date. Should this not be provided then the absence will be coded as unauthorised leave of absence and the relevant procedures will be applied. Retrospective approval for absence cannot be granted.

From 1st January 2018, students who are taken out of school for 5 or more consecutive days without authorisation will receive a penalty notice. Should a fixed penalty notice be issued, the fine applies to per parent/carer and per child.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

Should a fixed penalty notice be issued, the fine applies to per parent/carer and per child. This is regardless of who has applied for the leave. Currently parents have 3 choices:

- A fine of £60 if paid within 21 days
- A fine of £120 is paid after 21 days but within 28 days
- In the case of non-payment of the fine then Notice will be withdrawn and will trigger the fast track prosecution process under the provisions of Section 444 (1) of the Education Act 1996. If found guilty then this would result in a criminal record for that parent.

Circumstances where a Penalty Notice may be issued:

- ✓ A Penalty Notice can only be issued in cases of unauthorised absence.
- ✓ There is no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- ✓ In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- ✓ The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.
- ✓ **Penalty Notice for persistent absence**
- ✓ Parents whose child is repeatedly absent will only receive one warning notice period to bring about improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning notice will be issued and the Local Authority and school can automatically consider other statutory actions if unauthorised absence re-occurs.

School Action on Repeated Absence

Where a child is persistently late or absent, even if the Head teacher has been informed, the following steps will be taken:

- ✓ A letter will be sent home informing parents of the number of late arrivals.
- ✓ If lateness persists then the parents will be contacted by the Educational Welfare Officer
- ✓ Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.
- ✓ Schools and EWOs must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

Medical Appointments

Parents of students attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment.

Where possible all medical/dental appointments should be made outside of the school day. Students are expected to attend school before and after routine medical appointments to minimise disruption to learning. We can then confirm lateness as a 'medical' absence and therefore authorised.

Late Attendance

Students arriving after 8.45 am (8.50am-STB) and 1.55 pm (2.00pm STB) should report to the Attendance

office. A late registration slip will be issued and taken by the student to be signed on arrival at the class by the class teacher. Students lates are monitored and consequences issued by House leaders for morning punctuality issues and form tutors for afternoon punctuality issues. Students arriving after 9.15 may receive a U code which counts against their attendance figure.

Students who achieve 10 unauthorised late marks over a twelve week period may receive a penalty warning notice and also potentially a fine.

Absence Note

After an absence for any reason, students should bring to the Form Tutor a note signed by their parents explaining the absence, space is also provided in the planner for this purpose. This may not be necessary if parents have previously contacted the school by telephone to explain the absence.

Students signing in and out

Students who arrive at lunchtime after missing morning school should sign in at the Attendance Office. (See also late Attendance).

Students wishing to sign out should inform the Attendance officer and have a written note from a parent, or a note in their planner with them (except for illness). Students should then sign out in the book available at reception with permission from a member of staff:

When the student returns to school he/she should sign in again. Students will receive a slip authorising them to leave school if an adult is not collecting them. The signing out book is kept at reception and are to be signed in the presence of a member of the office staff.

Attendance

Any concerns regarding attendance should be addressed to the House Leader in the first instance.

Each week a printout showing student attendance will be issued to Form Tutors and House Leaders. Form Tutors should ensure that students are recording the cumulative attendance as a % in their planners on a weekly basis.

House Leaders will discuss any attendance concerns with individual students in the first instance. If attendance remains a concerns Parents will be invited into school to discuss and resolve any issues. When an individual students' attendance level falls below 90% in any term without good reason, a referral to the Education Welfare will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

Some of the ways in which we give attendance a high profile include:

- ✓ Alerting Student Support / Attendance Officer or House Leaders of any concerns.
- ✓ Publishing attendance figures for years and schools in staff briefings, assemblies and online.
- ✓ Encouraging Form Tutors, House Leaders to praise students for good attendance and reward students.
- ✓ Encouraging students to understand the link between attendance and attainment (through Form Tutors and behaviour and attendance assemblies)
- ✓ Awarding attendance prizes at Presentation Evening.
- ✓ Issuing individual and Form Certificates and prizes termly.
- ✓ Keeping parents informed about their child's attendance and working with them to create a school ethos that values and contributes to high levels of attendance and punctuality and allows their children to take full advantage of the educational opportunities on offer.
- ✓ Giving detentions for late attendance.
- ✓ By having a hierarchy of intervention (see below)

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Attendance (%)	Staff Involved	Action
100 - 97%	N/A	No action
96% - 94%	Form Tutor	Form Tutor to speak to student
93% - 90%	House Leader	House Leader to speak to students and meet the parents. Consider EWO involvement
Below 90%	EWO	Send a formal letter home and meet the parents. EWO involvement

Information about individual school targets, projects and special initiatives

The attendance targets for 2017 - 18

Clayton Hall Academy	96%
Newcastle Academy	96%
Sir Thomas Boughey	96%

Those people responsible for attendance matters in this school are:

Clayton Hall Academy

Assistant Principal: Mrs D Kay

Attendance Officers: Mrs L Shufflebotham

Newcastle Academy

Vice Principal: Ms L Newton

Attendance Officer: Mrs A Onions

Sir Thomas Boughey

Vice Principal: Mrs L Wainwright

Attendance Officer: Mrs J Hewitt

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of UET Policy						
Title of Policy	Admissions Policy					
PART 1	Positive Impact – reducing inequalities					
Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. <i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i>	How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist? All issues of attendance will be dealt with under the provision of the policy – ensuring fair decision making.					
	Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics? No.					
Characteristics Indicate areas of likely impact	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	✓	✓		✓	✓	✓
GA	✓	✓		✓	✓	✓
P	✓	✓		✓	✓	✓
R	✓	✓		✓	✓	✓
R/B	✓	✓		✓	✓	✓
S	✓	✓		✓	✓	✓
SO	✓	✓		✓	✓	✓
A	✓	✓		✓	✓	✓
M/CP	✓	✓		✓	✓	✓
Equality Impact Assessment of UET Policy	Records					
Name of person responsible for policy	L Newton/D Kay/L Wainwright					
Date of EIA of Policy						

A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies

Equality Impact Assessment of UET Policy	Evidence
PART 2	
<p><i>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</i></p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative)</p> <p>All attendance matters are dealt with by academy leaders supported by AttendEDC and administered under the same provisions as SCC for statutory legal work. Reports on attendance are provided annually and reported to the MAT Board and LGB termly.</p>

Equality Impact Assessment of UET Policy	Conclusion
PART 3	Current evaluation indicates that the school follows all expected legal duties in relation to attendance.
Summary of findings	

Equality Impact Assessment of UET Policy	Next steps		
PART 4			
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan			
Practical changes required to reduce adverse impact	Continue to monitor attendance	2017-18	L Newton/D Kay/L Wainwright
Monitoring and evaluation and Review (publish revised policy)	Outcomes reported to Directors/Governors via report	2017-18	L Newton/D Kay/L Wainwright