



HuishEpiscopi

## **POLICY DOCUMENT**

### **Attendance**

**November 2018**



<b>Document title</b>				
<b>Attendance</b>				
<b>Status</b>			<b>Lead Academy staff member</b>	
Academy Procedure			Associate SLT link	
<b>Review date</b>			<b>Date approved</b>	
November 2021 3 years unless changes required earlier			November 2018	
<b>For public access on request</b> <i>Tick as appropriate</i>			<b>Approved by</b>	
Post		Online		The Principal
<b>Notes</b>				

## ATTENDANCE POLICY

This policy should be read in conjunction with

- The Anti-Bullying Policy
- Behaviour for Learning Policy
- Single Equality Scheme
- Inclusion Policy
- SEN policy
- Every Child Matters

It is essential for student's progress that they attend the Academy regularly. The Principal, Directors and staff set high expectations of both students' attendance and punctuality to lessons. Teachers and all staff are expected to model and coach students in these high standards. Huish Academy aims to have attendance expected at 96% or better for the whole academy.

Huish Episcopi recognises that poor or irregular attendance interrupts and disrupts learning and progress for all students, and is linked to behavioural issues.

### PROCEDURES TO ENSURE GOOD ATTENDANCE:

**FT – Form tutor, HoH – Head of House, AO – Attendance Officer, EWO – Education Welfare Officer**

**Registers:** The AO enters students who are late on SIMs. FTs mark registers on the computer directly into the SIMS attendance module.

**Lateness:** Students are required to sign in at Reception if they are late. Assemblies regularly stress the importance of signing in and this is monitored through spot checks by HoH. Persistent lateness is dealt with by HoH and parents/carers will be advised by letter that any further absences will be unauthorised if the student is not in the Academy by 8.55am. Ten unauthorised lates will result in a Penalty Notice being issued by the EWO/Huish Episcopi Academy.

Route delays on buses happen occasionally. These are marked as \ in the register and are not counted against the student's attendance.

**First Day Calling/Texting:** Wherever possible parents/carers are texted on the first day of absence or the Attendance Officer contacts Priority students. These are students who are known truants or who are being monitored by HoH.

**Absences:** Parents are encouraged to phone in on the first day of absence and many parents co-operate with this. The Academy authorises the absence via the AO.

If there is any doubt about a reason, the Academy contacts parents to query the reason. If the Academy is not satisfied with the reasons given, it may not authorise the absence.

**Medical reasons:** If the Academy needs more information about a medical condition, or if the Academy is not satisfied with a reason, consent is sought from the parent/carer to contact the GP directly. If permission is not given, the Academy will expect the parent/carer to provide necessary medical information themselves. If this is not forthcoming, the necessary two contacts (1<sup>st</sup> letter and 2<sup>nd</sup> Letter asking for meeting with HoH) should be made before the EWO is informed. If there is a considerable reason then EWO may be contacted directly if needed.

**Truancy:** HoH conduct spot checks on students to check for truancy. Teachers are required to maintain electronic registers and use SIMS data to check absences, particularly of known truants.

The class teacher/ form tutor sanctions detentions for truancy in the first instance - if in that subject/ department only. Students will be expected to spend at least the equivalent of the time missed in detention. Academy detention is appropriate for truancy. Truancy for a whole day should be punished by an equivalent number of hours spent in detention, either at break, lunch or after school. If there are reasons then the SGLC/ Phoenix Centre may be used to help improve a student's attendance or persistent truancy.

### **Monitoring of Attendance and Intervention:**

Every two weeks, the Attendance Officer prints out a list of attendance figures for each tutor and HoH. Lists show attendance across the tutor group/year group.

Lists to tutors request that tutors annotate and return to HoH showing any relevant information about students with regard to attendance, or general concerns. Tutors should contact home if there is an issue with a member of their form and attendance and be the first point of contact for home.

Categories for intervention are generated by HoH who then authorise a letter to be sent/contact made with the EWO. If attendance continues to be poor, action is taken by the EWO.

Referrals to the EWO. are completed before the visit and most will be completed by the Attendance Officer. All documentation has been agreed with the EWO. Notification of which letters have been sent will be emailed prior to any visit by the EWO.

The Attendance Office/HoH will record the action taken and this will be emailed to the EWO. Early Healthcare Assessments (EHA's) should be completed when action reaches this point with EWO. This leads to a more efficient use of the EWO's time in meetings with Huish Academy.

The Academy intervenes early with potential poor attenders and rewards good attendance.

The Academy recognises that many students can achieve good attendance and seeks to promote and celebrate this achievement. This is done in assemblies and certificates and prizes are awarded for good attendance. The Attendance Officer produces monthly attendance overviews with raw data from SLT link to review.

### **Liaison with the EWO (Education Welfare Officer)**

The Academy seeks to have good working relations with all external agencies, and the EWO has worked with the Academy in developing these procedures.

The Attendance Officer emails EWO regarding referrals and copies in the member of SLT responsible for attendance. In these emails students with poor attendance and appropriate intervention strategies are discussed. The Academy is required to have made contact with parents/carers before a referral is made to the EWO.

The meetings between the AO and the HoH are scheduled and will take place in AO office. HoH should arrive with details of any other circumstances that may affect the attendance. HoH/EWO keep notes of any decisions and actions to be taken and copies of these notes are given to the attendance officer and the member of SLT responsible for attendance.

## **EWO referral system**

Prior to the EWO involvement, schools are required to take the following steps:

- Send letter to parents/carers raising concerns about attendance.
- EWO can be contacted if there are many absences in short space of time.
- Invite parents into meeting if attendance remains a concern. Parents will be made aware of EWO referral at this meeting
- Make a referral to the EWO

The Academy must supply the following documentation:

- Up to date attendance print out – from Attendance Officer
- Copies of letters
- Minutes of any meetings with the family (EWO/Huish pro forma)

The EWO makes initial contact by letter and details the Legal Penalties that can be imposed by the LEA. Second contact is made if there is no improvement. Parents are required to attend a meeting with the EWO. Further steps can include penalties and in extreme cases, prosecution.

## **ROLES AND RESPONSIBILITIES**

Attendance Officer:

- Ensures that all registers are completed correctly, and draws attention to any inconsistencies in the registers.
- Inputs any outstanding data and maintains the system daily/regularly.
- First day calling/texting.
- Distributes lists of attendance to tutors, HoH at least every two weeks with notes if there has been previous action taken.
- Provides SLT link data overview of whole academy (including cohorts).
- Maintains all records regarding attendance.
- Liaises with the EWO and other relevant bodies.
- Ensures that all agencies are kept informed of interventions and concerns.

Tutors

- Complete am and pm registration directly into SIMS.
- Complete the absence record and keep HoH and AO informed of relevant information through the return of lists as well as informal discussions.
- Identify patterns of non attendance in the tutor group and for individual students, and intervene to ensure good attendance
- Contact parents directly (ideally by phone) if there is a specific concern and maintain the professional relationship between the Academy and home.
- Be first contact on attendance for parents.

Head of House

- Lead and manage the house teams in ensuring good attendance

- Identify patterns of non-attendance in the Houses and intervene to ensure good attendance.
- Support the tutors and maintain the professional relationship between the Academy and home.
- Monitor the work of the House team in attendance.
- Direct interventions that ensure and promote good attendance.
- Liaise with the EWO and other agencies about specific concerns.
- Liaise with the EWO and other agencies to devise strategies to ensure and promote good attendance.

#### SLT line managers

- Monitor and support the HoH in their leadership and management of year teams.
- Support HoH in establishing interventions and monitoring the effectiveness of these.

#### SLT responsible for Attendance

- Line management of the Attendance Officer
- Support Attendance Officer with monitoring staff registers and attendance being completed regularly.
- Responsible for ensuring that monitoring takes place
- Ensures the Attendance procedures and policy are in place and implemented.
- Works with the LEA consultant and EWO in devising the strategy .
- Attends pre court meetings and formal proceedings where possible regarding attendance.

#### Principal

Responsible for authorising term time leave for students of the academy.

### **TERM TIME LEAVE**

#### **Advance notice to parents regarding holidays in term times**

In response to the Charlie Taylor Review of School Attendance and as part of the Government's drive to stop the general authorising of all term time leave to take advantage of cheap holidays, new legislation came into force from 1 September 2013. The amendments to the **Education (Pupil Registration) (England) Regulations 2006** Act makes it clear that Principals/Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. This legislation expects that any term time leave must be requested in advance, in writing, direct to the Principal, and this should come from the person who the child normally resides with or the request must be authorised by the person the child normally resides with. The Principal will then determine whether the reason is exceptional.

Exceptional circumstances are as they were before; returning armed forces persons, fire fighters, police etc who are directed when they can or cannot take leave; family issues such as terminally ill family member etc.

The amendments can be viewed at:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/>

The Academy will exercise judgment and look at each case on its own merits. There is no onus on the Academy to provide work during a holiday taken during term time.

Criteria to be taken into account:

- Number of days
- Is the request in reasonable time (four weeks prior)
- What will the student be missing during the period of absence?
- Is it in the child's best interests?

Other important points parents are asked to consider

- Is it absolutely necessary to take this term time leave?
- There are only 190 school days each year, including 13 full weeks when leave can be taken outside Academy time.
- Research shows that there is a clear link between lower levels of school attendance (for whatever reason) and continued under-achievement.
- Does the period of absence mean that your child is going to miss important work, such as preparation for exams or important personal skills?
- Does your child have a good attendance record? (e.g. above 98%)

Approved by Principal:  
Review (3 years):

November 2018  
November 2021 (unless changes required sooner)