

ATTENDANCE POLICY (STUDENTS)

Policy Date: November 2015 Last updated: January 2017

Date review due: September 2020

Committee responsible: SIMG

Where it came from: Deputy Headteacher



Academy Context

This larger than average 11-19 Academy is built into a hill within a rurally isolated area. Around half of the students come from the local town but the remainder travel some distance to the Academy. Much of the local employment is seasonal. Almost all the students are White British. The proportion of students with learning difficulties and/or disabilities is lower than that seen nationally, the largest proportion of these students having emotional, behavioural and social, moderate learning and specific learning difficulties such as dyslexia. There is a learning support unit (LSU) within the Academy and an Local Additional Provision (HUB) that students with a variety of needs can access.

Aims and Values

We serve and support our community providing a child-centred education that reflects Christian values. Respecting the dignity and potential of each individual person and sensitive to the needs of a diverse society, we strive to enhance and strengthen our values:

- Hope
- Kindness
- Courage
- Integrity
- Trust
- Respect
- Responsibility

These values are central to our school.

We are committed to the highest standards of academic excellence; we are dedicated to providing the best possible education for all our students by developing the knowledge, understanding and skills essential for learning and leading a fulfilled life

The staff of The Ilfracombe Academy are committed, in partnership with the parents, students, governors, and the Local Authority (LA), to building a school which promotes excellence for all within the context of a caring and supportive environment.

Not only is regular attendance essential in order for students to achieve to their full potential it is also a legal requirement and parents/carers are responsible for ensuring that their child attends school regularly. The school works in partnership with parents to support full attendance and employs an officer of the Local Authority to challenge poor attendance and take action with parents/carers when required.

This policy should be read in conjunction with the contracts and protocols regarding post 16 attendance and the administration of the Education Maintenance Allowance and School Bursaries.

Objectives:

- To ensure that every student, regardless of gender, race, religion and level of ability should have access to their entitlement curriculum and the full range of educational opportunities provided by the school.

- To provide a wide range of learning experiences to help prepare students for their future roles both as individuals and equal members of a multi-cultural society.
- To recognize and make special provisions for both gifted students, those experiencing learning difficulties, and for students who have special educational needs.
- To provide a pastoral system which views each student as an individual and equal member of the school community, under the care and guidance of a responsible adult within the school.
- To continually monitor and improve the quality of our teaching and learning.
- To ensure that our school is safe, friendly and courteous.
- To consciously strive to help students develop:
 - a) A sense of positive self-esteem;
 - b) A respect for the opinions and needs of others;
 - c) A sense of responsibility, both for themselves, others and their environment.
- To prepare students for the opportunities, responsibilities and experiences of adult life; for their entry to the world of work and for their role as citizens within a worldwide community.

We promote excellent attendance:

- To ensure that no student is deprived of the opportunity to receive an education that meets their needs and personal development through their own non-attendance or that of other students.
- To help parents and students alike to understand their responsibilities in ensuring full attendance at school, as required by law.
- By providing the appropriate rewards and support for students and/or parents in helping them to meet their attendance, obligations and responsibilities.
- By involving and working in conjunction with external agencies, as necessary, in order to secure full attendance.
- By encouraging students to attend school regularly in order to learn, to socialise with other students and adults and to prepare themselves fully to take their place in society as well-rounded and responsible citizens, with the skills, knowledge and understanding necessary to contribute to the life and culture of the community.
- Through assemblies, PCRE and the tutorial programme.
- By monitoring Attendance on a daily and weekly basis. Thus providing regular communication between the school, home and the child.

Expectations

We expect the following from all our **students**:

- That they attend school regularly.
- That they are punctual and are appropriately prepared for the school day.
- That they inform their tutor, or any other member of staff, of any problem or reason that may prevent them from attending school.

We expect the following from **parents/carers**:

- That they ensure their child attends school and values their own learning and the learning of others.
- That they contact the school before 10.30 am whenever their child is unable to attend.
- That the school is notified of the reasons for absence.

- That they ensure that their child arrives at school well prepared for the school day with the correct equipment and homework completed.
- That they will contact the appropriate member of staff to discuss in confidence any problem that may prevent their child from attending school.

Parents and students can expect the following from **the school**:

- Efficient and accurate recording of attendance information.
- Contact from the school when a child fails to attend and no good reason is given on the first day of absence.
- Immediate and confidential action on a problem, which prevents a child from attending school.
- Praise and acknowledgement for excellent attendance.
- A high quality of education.
- The support of the Education Welfare Officer or other agency when parents have difficulties ensuring the regular attendance of their child.

The Headteacher will oversee the whole policy

- She is responsible for reporting on attendance issues to the Governing Body.

Deputy Headteacher – Student Services is responsible for the operation of the attendance system/the collation of attendance data and

- Will liaise with the Heads of Year and pastoral assistants on a weekly basis.
- Will produce ½ termly data packs for Governors SLT and HOY's
- Will liaise in conjunction with the administrator responsible for attendance, with the Pastoral Co-ordinators and the Education Welfare Officer (EWO) on a weekly basis and when is needed.

Attendance Administrator working with the Pastoral Co-ordinators:

- Will inform the Senior Leadership Team of all matters concerning the monitoring of attendance and absence.
- Will liaise with the SENCo on specific students.
- Will collate and discuss and investigate data for each year group using the Attendance tracker.
- Initiate the sending of attendance concern and warning letters.
- Refer students to the EWO as necessary.
- Organise the phased reintegration of long term absentees with support from the Assistant Headteacher. Produce data for tutors
- Monitor students whose attendance is beginning to cause concern.

Heads of Year

- Monitor the registration process of tutors in conjunction with the attendance administrator.
- Reinforce good practice at tutor meetings.
- Liaise with their assistants on a weekly basis to discuss specific students
- Attend meetings with the Education Welfare Officer as necessary
- Heads of Year will oversee and should be fully aware of all matters concerning attendance for their specific year group.

The Tutor should complete registers accurately and on time

- Promote the importance of full attendance.
- In conjunction with the Head of Year impose appropriate sanctions on students arriving late to registrations without good reason.
- Class teachers should arrange catch up time for students who are late to Period 5.

The Governors

- Governor(s) may be given a specific role/interest in monitoring attendance and/or policies.
- Governors may have a role to play through representation on school attendance panels and at parent's evenings etc.
- Request regular attendance progress reports for Governors' Meetings.
- Will receive ½ termly reports relating to attendance

Parents should contact the school, before 10.30 am on the first day of absence and leave a message on the answer phone if they are unable to speak to somebody.

- Support the school in ensuring that the child is a regular school attender.
- Ensure that the child arrives at school well prepared for the school day with the correct equipment and homework completed.
- Contact the appropriate member of staff to discuss any problems that may prevent their child from attending school.

The School Day

8.50am – 9.10am	Tutor time/assembly (AM registration)
9.10am – 10.10am	Period 1
10.10am – 11.10am	Period 2
Break	Break
11.40am – 12.40pm	Period 3
12.40am – 1.40 pm	Period 4
Break	Break
2.25pm – 3.25pm	Period 5 (PM registration)

*It is a parent's legal responsibility **to ensure** their child's regular and punctual attendance at school.*

Term-time absence

Students should attend regularly and full time in order to maintain a good level of progress and achievement. Breaks in a student's attendance can be damaging and they may find it hard to catch up with missed work. We therefore advise parents/carers that requests for absence during term time will only be authorised if there are exceptional circumstances that apply at the time. The Government has advised that schools are no longer able to authorise requests for absence in order to take a family holiday unless such exceptional circumstances require it. Parents/carers should complete an S2 Term Time Absence request form **IN ADVANCE** and return it to school for consideration. Additional factors will be taken into account when considering exceptional circumstances.

- The student's attendance record (No absence will be authorised for students whose attendance is below 95%)
- The time of year (we will not authorise absence in the first half of the Autumn term)
- The student's year group (We will not authorise term time absence for students in years 10 and 11)

The Education Welfare Officer will liaise with the Deputy Headteacher, Attendance Administrator and Pastoral Co-ordinators on a regular basis and:

- Monitor whole school and individual student's attendance levels
- Accept referrals that meet current Education Welfare Service criteria, initiate contact with parents and undertake assessments and home visits.
- Provide feedback to the school and advise on appropriate action.
- Undertake work with children and/or parents and/or teaching/pastoral staff.
- Provide strategic/policy advice and support in relation to matters of attendance and other legal matters relating to children and young people.
- Hold legal meetings with parents/carers when necessary due to poor attendance
- Undertake legal action in cases of repeated unauthorised absence

The Administrative Staff will monitor the completion of all registers and refer incomplete registers to the appropriate Head of Year .

- Ensure that all staff have a copy of the absence codes for use in the registers.
- Maintain all records of attendance as required by law and for the LA as required.
- Provide specific attendance data, as and when required.
- Oversee truancy call.

Other Agencies

In addition to The Education Welfare Service, the following agencies may be asked to work with the school to overcome attendance problems:

- Educational Behaviour and Support Services
- Educational Psychologists
- Special Educational Needs Services.
- Children's Social Care
- Careers and Guidance Service (Careers South West.)
- Youth Service.
- School Nurse (Medical Services).
- Counselling Services.
- Police Community Support Officer.
- Action for young carers.
- Transport Services Group.
- Youth Offending Services.
- YSMART

POLICY HISTORY

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
February 2010	Amended to show 10.30 as phone in time rather than 10 am. Restrictions on authorisation of holiday amended to include all students studying for an exam, not just yr 11			
September 2011	Terminology amended re Heads of Year	L Norris	September 2011	September 2014
November 2013	Updated as an academy and following changes in legislation	G Hill	November 2013	November 2015
November 2015	Updated to reflect change in roles	G Hill	November 2015	January 2017
January 2017	Updated to reflect use of attendance tracker and increased role of HOY / PA	G Hill	January 2017	January 2020