Hanson Academy

Student Attendance Policy

Prepared by (member of staff): Katie Bland	Date: May 2015
Approved by IEB:	Date:
Ratified by IEB	Date:
Signed off by Chair of IEB: Raj Unsworth	Date:

The Policy

Introduction

Hanson School is fully committed to its pivotal role in supporting our students to achieve the five outcomes of Every Child Matters. Good attendance is fundamental because if children are in school they are:-

- Accountable for and therefore safe.
- Are in lessons and therefore have the chance to achieve and enjoy and are likely to be prepared for economic well-being.

- Encouraged, given the opportunity to and therefore more likely to make a positive contribution.

Hanson promotes a positive and proactive approach towards attendance by ensuring that all staff, students and parents/carers take responsibility and work in partnership in order to achieve good student attendance levels.

Statutory Framework

The 1996 Education Act states that parents/carers of every child of compulsory school age will receive efficient full time education, either by regular attendance at school or otherwise. The 1995 Registration Regulation Act requires the school to register students twice a day.

All schools are obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone conversation from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/conversation will the absence be authorised.

Roles and Responsibilities

Students

All students are expected to attend school and all of their lessons regularly and punctually. Students who experience difficulties will be offered prompt and sympathetic support initially from their form tutor and, if the need should arise, from their Year Head.

Students with 100% attendance and punctuality will gain green points weekly. At the end of each term students with 98% or above attendance will be rewarded with certificates. This includes students who we have agreed cannot attend full time due to a diagnosed medical condition and religious absences.

When a student has been absent they should ensure that missed work is completed.

Parents/Carers

It is a parent/carer's responsibility to ensure that his/her child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.

It the case of future known absence authorisation should be sought in advance:

1. Holiday requests - We do not authorise any holidays to be taken in school time unless there are exceptional circumstances. Should parents take students on holiday it may result in a fixed penalty fine being issued by the ESW Service. Where extended holiday leave is requested from the Head Teacher and the total period of absence extends over 4 weeks the school may remove a student from roll unless there has been satisfactory explanation from the parent/carer.

2. Personal circumstances - Parents are asked to inform the Year Head, preferably in writing, where an authorised medical condition exists which prevents access to the school site, the school will endeavour to provide a range of support in order for learning to continue**.**

3. For other absences parents/carers are requested to
   a. telephone the school reception on the first day of absence.
   b. (when the absence is more than 3 days) contact the Year Head or Attendance Officer.
   c. supply a written confirmation of the reason for absence and the dates when the student returns to school.

A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent/carer. Parents will be informed promptly of any concerns that may arise over a child's attendance. We have a legal responsibility to report any student who has more than two weeks unauthorised absence to the Education Social Worker.

Parents should avoid making medical/dental appointments for their child in school hours.

Where a student intends to transfer to another school, parents/carers must inform the Year Leader or Attendance Officer of the new school and/or education authority.

Alternative Learning Providers
<u>Where the placement is a College or a Learning Provider</u>
The provider will be asked to fax or email the school's Attendance Officer with an attendance list during the morning of the placement. If the placement is in the afternoon an email or fax to be sent the following morning.

Where a student leaves before the end of the session or day the information to be emailed or a telephone call to the Attendance Officer.

<u>Where the Placement is an Employer (Extended Work Experience)</u>
Should a student not attend, the employer will be asked to telephone or email the school's Attendance Officer. Attendance will be confirmed when staff make their regular placement visits and inform the Attendance Officer where there are concerns.

School
The school will endeavour to promote a positive and proactive approach to encourage good attendance including punctuality. The school continually monitors attendance and punctuality and will communicate with students, parents/carers. Where a student's attendance falls below 90% intervention strategies will be initiated. Poor attendance/punctuality may lead to a fixed penalty fine being issued by the Education Social Work Service.

<u>Appendix</u>

Strategies	Cohort of students	Aim	Staff involved
Quality of Teaching and Learning	All	Promote good attendance through active and positive engagement of all learners	All staff

Information to Parents/Student	All	• To raise the profile of good attendance • To clarify our school attendance systems	• Attendance Officer • Attendance Leader
Good Example	All	To provide positive role models	All staff
Meet and Greet	All	To encourage punctuality and a welcoming atmosphere	• Leadership Group • Year Heads • Behaviour Team
Monitoring Data	All	• To celebrate good attendance • To identify concerns • To support & promote a safe environment for vulnerable students	• Attendance Officer • Year Heads
		• To identify concerns in subject areas	• HOF
Individual Student Attendance Percentages	All	• To raise profile of aiming for gaining 98% - 100% attendance	• All Staff • Attendance
Sanctions	Targeted individuals	• To improve punctuality	• Tutor • Year Heads
Attendance Assemblies	Targeted groups	• Increase student awareness of the links between attendance and Every Child Matters outcome	• Year Heads • Leadership Team
Attendance Initiative	Targeted poor attenders	• Improve attendance to over 92%	• Attendance Officer • Year Heads • ESW
Attendance Challenge	Students at risk of being PA students	• To reduce number of PA students	• Year Heads • ESW
Tagging (via text message)	Students at risk of truancy	• To reduce truancy • To inform parents/carers of problems	• Attendance Officer
1st Day Calling	All	• To notify parents/carer if a student is absent from school	• Attendance Officer • ESW Service
Tutor Monitoring -	All	• To give the tutor	• Attendance Officer

weekly printout		an overview of attendance	• Year Heads • Tutor • Student
Year Team Leaders daily attendance checks	All absent student	• To identify internal truants • To identify absentees	• Year Heads • Attendance Officer
Lesson Registration	All	• To prevent internal truancy • To provide data for HOF/HOY monitoring	• Subject staff • Attendance Officer • Year Heads • HOF
Posters/white board presentation	All	• To raise the profile of good attendance	• Attendance Officer • Year Head • Tutors
Year/Weekly attendance %/ on home page SIMS	All	• To raise the profile of attendance tutors	• Attendance Officer • Tutors
Half Termly analysis of data and action planning	PA students	• To reduce number of PA students	• Attendance Officer • Year Heads • Leadership Team
Attendance contracts/ESW plans	Targetted groups of students below 90% attendance	• To improve individual attendance	• Year Team Leaders • Form Tutors • Attendance Leader
Safer School Police Officer input	Targetted attendance groups	• To raise profile of consequences of poor attendance	• SSP Officer

Use of attendance data in Attitude/Learning Grades	All	• Raise overall attendance	• Form Tutors • Subject staff • Year Heads • Data Manager (SIMS)
Behaviour Officer part of school and local community	Students who internally truant	• Cut down internal truancy	• Behaviour Officers • Year Heads
Issuing Green Points	All	• To celebrate good attendance and punctuality (100%) Green points will be issued	• Tutors / LSA's • Admin Support
Certificates issued	Students gaining 100% attendance 99% attendance 98% attendance	• Celebrate good/excellent attendance • To celebrate improved performance	• Year Heads • Attendance Officer
Personalised Rewards	Students with improved attendance now over 90%	• Raise overall attendance percentages and to recognise those	• Year Heads • Attendance Officer

		who have improved	
End of Year Attendance Certificates	All	• To report official yearly attendance data to parents	• Attendance Officer • Year Heads
Report to Parents/Carers certain attendance % figures	All	• To inform parents/carers and students of current attendance levels	• Attendance Officer • Year Heads • Tutor
Analysis of Data	Targeted groups /individuals	• Improve attendance through specific interventions	• Attendance Officer • Year Heads • Attendance Leader • Leadership Group
Use of internal support and personalised provision	Targeted students, groups and individuals	• To provide support to improve attendance • To reward exceptional effort	• Year Heads • Mentors • SEN Coordinators • Student Development Centre Manager
Attendance or Learning Gateway for Parents	All students	• To inform parents of child's attendance and punctuality daily	• Attendance Officer • MIS Officer

A student should be in school at 8:08 a.m. and will be issued with a form tutor late mark if they are not present in their form room at 8:10 a.m. when the register is taken. If a student arrives late for school that is after Registration or 5 minutes late in an afternoon s/he must sign in at the year office.

Use of external support and personalised provision	Targeted groups and individuals	• To provide support to improve attendance	• ESW • Prospectus • PA's (EET) • Home Tuition Service • Pupil Access • Social Services • Alternative Learning Providers • Safer Schools Police Officer • Community Police Support Officer • Connexions • Tracks

Punctuality

Where a student arrives late for school, that is after AM registration, he/she **must** sign in at the Student Office or with an on duty behaviour officer. This is essential for Health and Safety reasons and to monitor the attendance of students on school premises.

The following table shows:

Time of Arrival	Status
After am registration but before the end of Period 1	Late mark issued.
Periods 2 - Lunch	Recognised as in school, however, will receive an absent mark for attendance monitoring purposes.
5 mins late to Period 9	Late mark issued.
Period 9/10	Recognised as in school, however, will receive an absence mark for attendance monitoring purposes.

Should lateness continue parents/carers will be informed by letter and will be invited into school in order to rectify the situation. Where persistent lateness occurs it should be noted that fixed penalty fines can be issued by Education Bradford, as this is an unauthorised absence. Parents are fully informed of punctuality concerns.

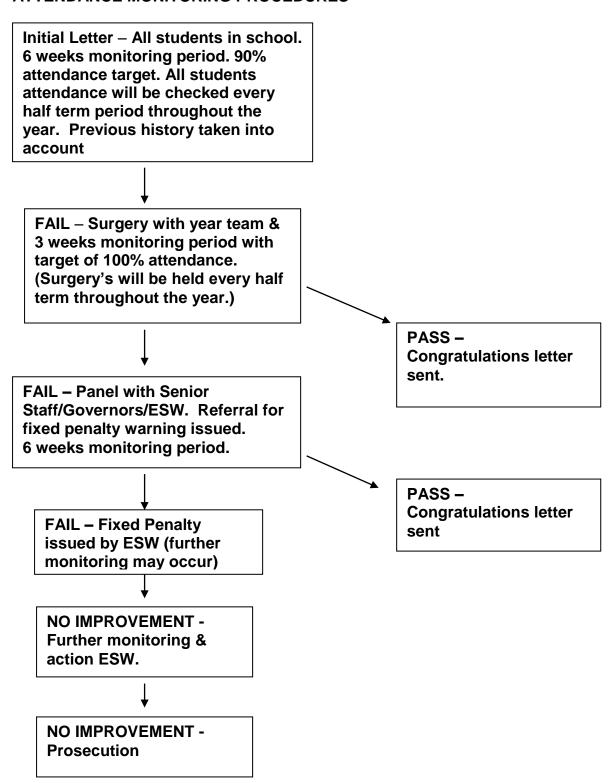Should a student need to leave the school premises before the end of the school day they should:
- Seek authorisation from their Year Heads
- Sign out at the student reception
- Have approval from Parents/Carers

Should a student self exit a lesson then the parents will be contacted the next lesson by text message.

Students attending alternative learning placements within the school day **must** sign in/out at the Attendance Desk.

The following procedures are implemented where a students' attendance is unsatisfactory:

ATTENDANCE MONITORING PROCEDURES

Initial Letter – All students in school. 6 weeks monitoring period. 90% attendance target. All students attendance will be checked every half term period throughout the year. Previous history taken into account

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FAIL – Surgery with year team & 3 weeks monitoring period with target of 100% attendance. (Surgery's will be held every half term throughout the year.)

→ **PASS** – Congratulations letter sent.

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FAIL – Panel with Senior Staff/Governors/ESW. Referral for fixed penalty warning issued. 6 weeks monitoring period.

→ **PASS** – Congratulations letter sent

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FAIL – Fixed Penalty issued by ESW (further monitoring may occur)

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NO IMPROVEMENT - Further monitoring & action ESW.

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NO IMPROVEMENT - Prosecution

Promoting a Positive and Proactive Approach to Attendance

Raising the profile of good attendance.

1. Informing all parents of: The benefits of good attendance in relation to Every Child Matters Outcomes and Safeguarding of our attendance monitoring system.

2. To inform all students of: The benefits of good attendance in relation to Every Child Matters Outcomes and Safeguarding.
   That their attendance will be monitored, good attendance rewarded and unsatisfactory attendance addressed.

3. To inform staff of their responsibilities
   (see later)

4. To listen to 'Parent Voice' through
   Conversations by Year Heads and Parents/Carers
   Consultation Evening (Tutors, Subject Staff, Leadership Group)
   Attendance Surgeries and Panels
   Questionnaires

5. To listen to the 'Student Voice' through
   Meeting with Year Head and Leadership Group and Students
   Questionnaires
   Attendance Strategies and Panels

Procedures - who does what and when

Form Tutor
- Promote positive and proactive approach to attendance issues.
- Register the students am and pm
- Collect absence notes and amend register. Notes must be passed to the Year Office. Where problems occur Student Support Leaders will support tutors.
- Where punctuality is a concern impose sanctions on the student.
- Liaise with Head of Year where there are concerns over attendance and punctuality.
- Ensure all students know we expect over 95% attendance and to make sure all students know their attendance for the week and to date.

Support for the Tutor
- On occasions where there is an LSA attached to the form, he/she may be asked to assist in the collection of absence notes, or to complete a register if needed.
- Leadership team
- Data will be provided for the tutor weekly on Sims for their group.

Head of Year
- Promote positive and proactive approach to attendance issues.
- Maintain an overview and monitor and analysis of the year groups' attendance.
- Develop strategies to improve attendance in the Year Group and implement these strategies.
- Include attendance targets as part of the Year Development Plan.
- Support and monitor the work of the tutor and Student Attendance Officer.
- Organise cohorts of students based on attendance and work with the boost team on   their attendance (base on data).
- Instigate strategies to improve attendance.
- Liaise with internal, external support agencies and parents
- Use weekly data to support tutors
- Regularly make attendance high profile in assemblies and reward good attendance.

Support for Achievement Leaders
- Leadership Team
- ESW
- Safer Schools Police Officer & CPSO
- Boost Team

Leadership Team - Key Stage Leaders
- Promote positive and proactive approach to attendance issues.
- Support the Year Head and Attendance Officer.
- Develop whole school strategies to improve attendance and punctuality.
- Report regularly to the Leadership Group on attendance issues.
- Strategic liaison with internal and external support agencies.
- Monitor, review and measure the impact of attendance strategies.

- To identify attendance issues where appropriate in the school improvement plan.
- To seek and share best practice through collaboration with other schools.
- Provide information to others in Leadership group re: cohorts of vulnerable attendees.
- Monitor work of ESW and feedback to head ESW.

Student Attendance Officer
- To promote positive and proactive approach to attendance issues.
- To work with Head of Year in relation to:
    - Effective data collection
    - Efficient monitoring of attendance
    - To identify attendance patterns and concerns
    - Maintain accurate records
    - Liaise with the ESW
    - Provide data for Year and Faculty Management Teams.
    - Organise panels and surgeries
    - Feedback to Key Stage Leaders and Year Heads outcomes of meetings with ESW/Parents etc.
    - Liaise with Key Stage Leaders regarding data analysis and effective targeting.
    - Liaise with parents over attendance matters.
    - Arrange administration of positive attendance strategies.
    - Overview of texting and first day calling to parents.

Head of Faculty
To promote a positive and proactive approach to attendance issues by:-
- Ensuring a high standard of Teaching and Learning which engages students and supports good attendance.
- Analysing faculty attendance data printouts in order to identify concerns, investigate causes and develop action plans to improve attendance in faculty.
- Liaise with Head of Year regarding particular cohorts or individuals.

Policy Written   June 2006- Revised in May 2015

Endorsed by   Senior Staff
                                        Governors (2006)

Policy implemented   September 2006

To be updated   Annually

Last Updated   May 2015

Signed by IEB:
Date: