

Co-op Academy Priesthorpe



Co-op Academy
Priesthorpe

Attendance Policy 2018-19

CO-OP ACADEMY PRIESTHORPE ATTENDANCE POLICY

Regular attendance and excellent punctuality at the academy are essential in ensuring pupils make sustained academic progress and social development at Priesthorpe. The link between attendance and achievement is firmly established and well documented. Those pupils who attend more tend to achieve better qualifications than those who do not. Those with excellent attendance records are more likely to be able to access higher education and have better employment prospects. The academy continues to work hard to provide a welcoming, caring environment where every pupil feels safe and valued.

The law requires parents to ensure that their child attends the academy regularly. The academy has a primary responsibility in dealing with the issue of attendance, in partnership with parents and pupils. The majority of attendance issues will be dealt with by the academy, however, on occasions, attendance concerns may need to be passed on to Leeds City Council Attendance Advisors.

Aim of Priesthorpe's Attendance Policy

- To support the raising of achievement through maximising academy attendance
- To ensure that every pupil is able to access the widest possible range of educational opportunities through regular attendance
- To address the causes of non-attendance
- To reduce the number of PA pupils and PPA's
- To reward excellent or improved attendance in a variety of ways
- To monitor student attendance/punctuality and take relevant action based on data available
- To employ systems and create strong partnerships to inform parents/carers of expectations regarding student attendance
- To ensure that staff act as role models for standards of attendance and punctuality

Contact with Parents/Carers

Priesthorpe will take advantage of appropriate opportunities to emphasise the importance of good student attendance and punctuality with parents/carers who are primarily responsible for ensuring students attend the academy through:

- The prospectus
- Contact with parents on; New Intake Evening, Open Evening, Meet Your Coach Day and other the academy events
- Parents' consultation evenings
- Newsletters to parents
- Letters/text/emails/phone calls home
- Personal interviews
- The academy website

Parents/carers are also informed of the precise arrangements for notification of absence/punctuality issues.

Priesthorpe seeks to work in partnership with parents/carers and to foster a supportive relationship in the best interests of the student. Parental contact is established as a first step and not a last resort.

Leave of Absence in Term Time

The Government's amendments of the Education Regulations 2006 removed the right of Headteachers to authorise family holidays and extended leave. The academy policy, therefore, reflects this legislation.

- Holidays in term time will not be granted unless there are exceptional circumstances.

- Where an application is made for a holiday, this will be considered by the Headteacher and will only be authorised in rare exceptional cases.
- Parents/Guardians who choose to take their child out of the academy risk receiving a £120 fixed penalty notice.
- Parents/carers should complete a leave of absence form for students celebrating Eid. Students are authorised one day's absence for Eid celebrations.

If a student fails to return from a leave of absence and contact with the parents has not been made or received, the academy may **take the student off the academy's role in compliance with the Education (student Registration) (England) Regulations 2006**. This means that the child will lose their academy place.

Parents/Carers

- Should use the Keep Kids Safe Text system or phone the academy on 0113 3871886 if their child is ill, before 8.25am on the first morning of their absence. Parents should explain the reason for absence and the expected length of their son/daughter's absence. Where attendance levels are a concern (ie. under 97%) on return to the academy, parents must provide medical evidence such as a stamped medical card, hospital letter or prescription in order for the absence to be authorised.
- Should provide a medical card for the Attendance Improvement Manager if for any reason the child has to leave the academy during the day for any kind of appointment. This should only occur if essential (no alternative time is possible) and the card should indicate their expected return time to the academy, as it is not expected that a full day off be taken.
- Parents who fail to contact the academy to inform of an absence may receive a home visit from the Attendance Improvement Manager/Family Support Worker or other appropriate staff. On occasions a home visit may take place even if a reason has been given.
- Should avoid taking children out of the academy for a 'leave of absence' in term time.

Actions that may be taken to address attendance issues include any or all of the following, dependent on circumstances:

- Counselling of the individual student
- Telephone conversation(s) with parents/carers
- Letters or meetings with parents/carers and other family members
- Home visit(s)
- Use of report card to monitor attendance
- Use of contract to support attendance
- Referral to Attendance Panel
- Individual support programme, e.g. amended timetable, change of class or teacher with a Pastoral Support Plan (PSP)
- Fixed Penalty Notices for unauthorised absence which can lead to a fine per parent in respect of each child
- Cases forwarded for prosecution for non-attendance

If any evidence of unauthorised absence is found, parents/carers are always informed and are given the opportunity to discuss the circumstances and the action to be taken. Students may be mentored by the Family Support Worker or another adult in the academy with whom they have a positive relationship on the dangers in their actions and the detrimental effect this may have on their own development.

Please see attached appendices for further information:

Appendices 1 - Good Practice re. Attendance/Punctuality including monitoring procedures

Appendices 2 - Rewarding Attendance

Appendices 3 - Responsibilities

Date of Policy Update: December 2017

Appendix 1

Good Practice re. Attendance/Punctuality at Priesthorpe

- Automatic contact with home once absence is recorded, using the 'Keep Kids Safe' system.
- Reasons for absence logged on database by Attendance Administrator.
- Liaison between Coach, Year Manager, Attendance Improvement Manager.
- Senior Leader with responsibility for monitoring whole academy attendance to meet fortnightly with Attendance Improvement Manager.
- Parents to be invited to the academy to discuss attendance and strategies for improvement with Year Leader and/or Year Manager. Pupils to be set attendance targets when deemed appropriate.
- Priesthorpe will actively encourage excellent attendance and its benefits to a child's education through assemblies, parents' evenings, meetings with parents etc.

Attendance monitoring procedures

The Attendance Improvement Manager and their team will monitor attendance on a daily basis and will follow these procedures when student attendance is a concern.

- Students attendance that falls below 97% may receive a phone call home to discuss attendance or will receive a letter informing parents/carers that attendance levels have dropped below 97%
- Students who accumulate 3 or more separate absences will receive either a phone call or, wherever possible, an invitation to a meeting to discuss attendance.
- Students whose attendance falls below 95% may be invited into the academy or may receive a home visit from the Attendance Improvement manager or Family Support Worker to discuss attendance issues
- Additional monitoring will take place, for example, that of students who have a pattern of absence on for example Monday/Fridays as well as those who fail to attend on 'Snow Days' when walking would be an option.

Punctuality

- Pupils arriving late to the academy and Period 4 (after lunch) will receive a one hour detention after school.
- The academy closes the statutory register at 9.00am after which time pupils arriving late will receive an unauthorised absence mark unless a medical note is produced in which case they will receive the relevant code.
- Parents / Carers of pupils arriving late into the academy after 8.30am will receive a text informing them of their lateness and their expected attendance at late detentions that night.

Appendix 2

Rewarding Attendance

- Pupils with 100% attendance in any one half term are rewarded. The types of rewards on offer vary – students have an input through various forms of student voice as to the type of rewards on offer.
- Pupils who achieve 100% attendance over a longer period ie. Full term / Full year receive more substantial rewards/prizes.
- Pupils will also be rewarded if they achieve their attendance target
- Rewards are also given during the year, for example, group attendance awards such as 'Highest Achieving Coaching Group'.
- Rewards may also be given for students who significantly improve their attendance.

Appendix 3

Whole Academy Responsibility

All staff in the academy have a responsibility to support excellent attendance; it is not the sole responsibility of the SLT Attendance Leader / Attendance Improvement Manager / Attendance Administrator / Year Manager / Coach. It is expected that all staff will support, praise, sanction, and help reintegration when appropriate.

Specific Roles and Responsibilities

Coaches:

- Encourage excellent attendance through constant reinforcement of individual and group targets.
- Liaise with Year Manager re attendance issues.
- Discuss issues of attendance with group during 10 minute assembly periods when requested and with individuals when appropriate.
- Configure SIMS home page to allow easy access to coaching groups attendance.

Year Managers

- Monitor attendance of pupils, taking note of patterns/times of the week/particular subject areas where problems are occurring.
- Liaise with Attendance Improvement Manager/Attendance Administrator/Family Support Worker to ensure that they are receiving appropriate levels of support/referrals.
- Contact parents where absences have remained unexplained.
- Monitor closely students at risk of becoming a PA and request intervention.
- Work with Attendance Improvement Manager/Attendance Administrator to complete Care and Guidance paperwork when appropriate.
- Foster a positive attitude towards attendance through consistent reinforcement.
- Encourage healthy competition between 'Houses' and individuals.
- Monitor closely deteriorating patterns of attendance.
- Liaise with OASIS regarding re-integration of long term absentees.
- Implement sanctions where there have been instances of truancy, including internal truancy.
- Monitor punctuality and follow up lateness using appropriate sanctions.
- Liaise with subject teachers to ensure that appropriate work is set for long-term absentees and those excluded from the academy.

Attendance Improvement Manager

The Attendance Improvement Manager's role is to help parents and carers to meet their statutory obligations on academy attendance. The manager has a clear preventive role. Through home visiting they may be especially well placed to assess a non-attende'e's problems in the wider family context.

- Challenge non attendance at every opportunity
- Line manage the Attendance Administrator and Family Support Worker
- Liaise with Attendance Administrator on a daily basis.
- Monitor attendance procedures and challenge staff when necessary.
- Produce data for Attendance Leader.
- Work alongside the Attendance Administrator to ensure all necessary interventions are in place
- Ensure students missing from the academy are referred to CME team as 'missing from education'.
- Identify Year 6 students for targeted support on attendance as they make transfer from Primary to Secondary School.
- Monitor closely students at risk of becoming a PA and deliver intervention as appropriate.
- Work closely with PA students and their parents to support them in improving their child's attendance.
- Liaise with Attendance Administrator /Year Manager/Family Support Worker re. individual cases.
- Work with the child and family to address attendance issues.
- Monitor the child's attendance and take appropriate action.
- To develop parenting groups, where appropriate, within the academy and within our cluster primary schools if necessary.
- Issue parenting contracts where appropriate.
- Actively discourage parents from taking pupils out of the academy during term time.
- Inform Attendance Administrator of any students moving schools including managed transfers.

Attendance Administrator

- Challenge non attendance at every opportunity
- Manage the Keep Kids Safe system.
- Produce regular data re. punctuality and disseminate data to Attendance Improvement Manager
- Produce other appropriate data for Attendance Improvement Manager/Attendance Leader.
- Contact parents where absences have remained unexplained.
- Meet regularly with Year Manager to discuss attendance and to identify PA and PPA students and to act accordingly.
- Liaise with Attendance Improvement Manager daily.
- Ensure that the academy's official registers are in line with legal requirements.
- Inform SLT of any outstanding issues, requiring further intervention.
- Inform all staff of registers that have not been completed in line with expectations.
- Follow procedures to ensure students removed from role once confirmation is received from new the academy.
- Work with Attendance Improvement Manager /Attendance Leader on new initiatives to help improve attendance.
- Regularly update Attendance notice board.
- Liaise with offsite providers re. Priesthorpe students' attendance.
- Support the implementation of new initiatives to promote excellent attendance.

Senior Leader

- Overall responsibility for Attendance in the academy and ensuring Policy is reviewed annually.
- Take a lead in promoting excellent attendance through assemblies and work with staff and students.
- Line-manage Attendance Improvement Manager and ensure there is effective communication with the Attendance Administrator.
- Ensure parents are aware of potential consequences and impact on achievement of taking pupils out of the academy during term time.

- Support Attendance Administrator /Attendance Improvement Manager in organising parent support events on attendance when appropriate.
- Actively discourage parents from taking pupils out of the academy during term time.
- Support Attendance Improvement manager in ensuring the policy is followed by all parties.

Class Teacher

- Knowledge of PA pupils and PPA pupils.
- Alert Attendance Administrator of patterns of non-attendance within their subject.
- Ensure truants catch up with work.
- Ensure work set and marked for long-term absentees / long term exclusions.
- Support students returning from long-term absence to enable them to access learning within the lesson
- Welcome students back avoiding reference to absence in front of other students. Actively discourage comments from other students.
- Complete Lesson Monitor every lesson and when this is impossible ensure Attendance Administrator has a paper copy.
- Ensure that all students are able to access the learning through a range of T & L strategies.

Subject/Faculty Leaders

- Work with their department/faculty to ensure all staff are aware of PAs in their groups.
- Include opportunities to support / raise awareness / reward good attendance within Faculty Improvement Plans.

Family Support Worker

The family Support Workers role is to help support parents and carers in ensuring their child attends the academy regularly. Through home visiting they too may be especially well placed to assess a non-attende'e's problems in the wider family context.

- Challenge non-attendance at every opportunity
- Monitor the attendance of key groups who may have been highlighted as high priority such as PP students, White British and SEND.
- Manage a caseload as directed by the Attendance Improvement Manager.
- Lead on delivery of parenting support programmes and parenting courses.
- Participate in regular truancy sweeps and targeted home visits to ensure consistent attendance
- Provide 1:1 mentoring sessions where appropriate as well as facilitate group work.
- Keep records and appropriate documentation pertaining to any contact and work with children, young people and families. Work with line manager to ensure data recorded demonstrates the impact and outcomes of the work undertaken.

The Family Support Worker/Attendance Improvement Manager and the Attendance Administrator all have job descriptions specific to attendance work. These highlight in detail all their responsibilities with relation to improving attendance.

Students

- All students are responsible for monitoring their own attendance and recording this in their student planners. Lessons such as coaching and PSHCEE emphasise the importance of good attendance when seeking a place in FE or entry into a career.

Adopted by Priesthorpe on	16 th December 2017
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Chair of Governing Body	Ian Featherstone
Headteacher	Martin Blacoe
Review Date	1st January 2019