

HAZELEY ACADEMY



Attendance Policy

ATTENDANCE POLICY

Aim

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the Academy.

Purpose

The Hazeley Academy is committed to providing a full and effective education to all students and embraces the concept of equal opportunities for all.

The Hazeley Academy will endeavour to provide an environment where all students feel valued and welcome. For a child to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance and to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The Home/School agreement will be used in this way.

The Academy attendance is subject to various education laws and this attendance policy is written to reflect these laws and the guidance produced by The Department for Education.

Each year we will review our attendance figures and set attendance/absence targets. We will review our systems for improving attendance at regular intervals to ensure that we are achieving our set goals.

This policy will contain within it the procedures that we will use to meet our attendance targets.

Objectives

- To keep an accurate and up to date record of attendance.
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance and punctuality of individuals, groups and the Academy.

The Law

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school/academy where they are registered. For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

If a child of compulsory school age who is registered at the Academy fails to attend regularly at the Academy then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at The Academy, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

Children are expected to attend the Academy for the full 190 days of the academic year, unless there is a good reason for absence. Parents/guardians of registered students have a legal duty under the 1996 Education Act to make sure that their child attends on a regular and full time basis. There are two types of absence:

- Authorised (where the Academy approves student absence)
- Unauthorised (where the Academy will not approve absence)

Every half-day absence from the Academy has to be classified by the Academy (not by parents) as either authorised or unauthorised.

Our procedures are applied fairly and consistently to all students and specific information relating to the following can be found in Appendix A and B:

- Leave of Absences during term time
- Persistent absenteeism
- Lateness
- Definitions of authorised and unauthorised absences and approved educational activities

Procedures

SLT:

- Implement Attendance Policy and inform parents.
- Monitor and review Attendance Policy annually.
- Set and monitor attendance targets.
- Implement system of rewards and sanctions.
- Give attendance a high profile at assemblies, Academy events, in newsletters and on the Academy website.
- Support Progress Leaders on issues of non-attendance and internal truancy, remedying causes and applying sanctions.
- Report on attendance to the Board of Directors.

Progress Leaders:

- ✓ Give attendance a high profile at assemblies and Academy events.
- ✓ Monitor Year Group attendance targets and record keeping.
- ✓ Implement system of rewards and sanctions.
- ✓ Support Personal Tutors on issues of non-attendance and with internal truancy, remedying causes and applying sanctions.
- ✓ Meet with parents to discuss attendance problems as soon as they are identified.
- ✓ Meet as required with Attendance Officer regularly to review attendance of Year Group.
- ✓ Ensure work is provided for excluded students and long-term absentees.
- ✓ Look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes.
- ✓ Work with Deputy Principal (personalisation), Attendance Officer and R2L to create individual packages and re-integration plans, where appropriate.
- ✓ Send letters and School Communication home to praise good attendance or share concerns.

Personal Tutors:

- ✓ Be a good role model for students.
- ✓ Give attendance a high profile.
- Praise students for arriving on time.
- Take prompt action where students are late or absent without explanation.

Keep an accurate register.

- Return register via Go 4 Schools to the Attendance Office promptly at the end of every registration.
- ✓ Inform Progress Leaders and Attendance Officer when absence is causing concern.
- ✓ Inform Progress Leaders about attendance information that may need following up. Look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes. (as well as being in Progress Leaders section)
- ✓ discuss with tutees reasons for absence/ or praise high attendance.

Attendance Officer:

- ✓ Oversee administration of the Go 4 Schools system. Streamline and make adjustments to systems and procedures.
- ✓ Keep parents informed of any unexplained absences before they become unauthorised.
- ✓ Support the work of SLT, Progress Leaders and Personal Tutors by:-
 - Providing regular attendance information.
 - Making contact with parents/carer on 1st Day Contact List and monitoring attendance
 - and punctuality alerting Personal Tutors and Progress Leaders when concerns arise.
 - Liaising with Progress Leaders to monitor accuracy of record keeping.
 - Working with colleagues to identify causes of non-attendance.
 - Facilitating meetings with Progress Leaders, Personal Tutors, Deputy Principal (personalisation), R2L and parents and keeping records of the same.
- ✓ Keep staff informed of attendance issues via Dispatches and other regular communication.

Parents:

- ✓ Ensure that children leave for the Academy on time every day and arrive by 8.35am. The gate is closed at 8.35am and students arriving after this time are deemed late.
- ✓ Provide written explanation for children's absences from the Academy.
- ✓ Ensure they do not take children on holiday during term time.
- ✓ Endeavour not to take children out of the Academy in term time for any other reason.
- ✓ Notify the Academy as soon as problems arise with child's attendance.
- ✓ If no letter has been sent in advance, telephone or email the Academy on the first morning child is absent and each subsequent morning if the absence is longer than one day.

Students:

- ✓ Arrive promptly at 8.35 a.m. for an 8.40 a.m. start to the Academy day. The academy gate is closed at 8.35am; therefore students arriving after this must report to reception and receive a Late mark. A next day detention of 30 mins will be set for every Late.
- ✓ Be on time for all lessons.
- ✓ Make sure a note is sent from parents to explain absences.
- ✓ If late, sign in at Front Reception.
- ✓ If need to leave early sign out at Front Reception.
- ✓ Tell Personal Tutor or Progress Leader if having any problems attending the Academy.

Support and The Academy Intervention

In order to support students who fail to meet the Academy's expectations regarding attendance and punctuality, a number of intervention strategies could be employed, such as:

- ✓ Discussions with Personal Tutor
- ✓ Progress Leader, Senior Leadership Team (SLT), student and parent appointments.
- ✓ Academy sanctions, such as detentions, isolations and internal exclusions.
- ✓ Learning Mentor support.
- ✓ Support and intervention from Matron.
- ✓ Attendance Interviews
- ✓ Letters sent home.
- ✓ Home visits, conducted by the Academy. Involvement in intervention groups such as attendance or personal organisation group work.
- ✓ Fixed penalty notices - for low attendance or unauthorised absence such as holidays in term time.
- ✓ Involvement with the Local Authority Senior Attendance Officer (Legal Interventions).

Rewards

Students are given awards to celebrate good attendance as follows:

- Children with 100% attendance each term will be rewarded by the Academy through the use of praise, congratulatory letters or awarding certificates during end of term Lead Lessons and recognition in the newsletter.
- Incorporating our whole academy rewards system of House points. Each student will receive 10 House points per week for 100% attendance each week.
- The students' annual reports to parents report on attendance and the Personal Tutor comment reflects either excellent and good attendance, or concerns along with strategies on how these might be addressed.
- Attendance & Punctuality inter form competition through lead lessons and Progress Leaders.
- School Comms to reward and recognise excellent attendance such as 100%.

Sanctions

The Academy reserves the right to use any of the following sanctions to fulfil its obligations with respect to Academy attendance:-

- Personal Tutor detention.
- Subject Department detention.
- Progress Leader detention.
- Senior Leadership intervention/sanction/detention.
- Local Authority Senior Attendance Officer (Legal Interventions).
- Parenting Contracts

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the Academy offering the parent the opportunity to enter into a parenting contract following a student's truancy under section 19 of the Anti-social Behaviour Act 2003 (with The Board of Directors).

- Fixed Penalty Notices

Section 23 of the Anti Social Behaviour Act 2003 empowers designated LA officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004 and have recently been amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued in the following circumstances:

If a minimum of 10 sessions or 5 school days of unauthorised absence are taken during the current term for:

-Overt Truancy

-Parentally-condoned absences

-Holidays taken in term-time.

-Persistent late arrival at school (after the AM Register has closed)

- **Parenting orders** or penalty notices can also be issued by the Local Authority Senior Attendance Officer (Legal Interventions). – or The Hazeley Academy
- Prosecution by the Local Authority Senior Attendance Officer (Legal Interventions).

APPENDIX A

Leave of Absences during term time

The Hazeley Academy is not permitted to and will not authorise any leave of absence during term time except for exceptional circumstances. Government regulations, as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, remove a Principal's right to authorise leave of absence during term time and make direct and specific reference to not authorising holiday.

The Academy will only grant leave of absence in exceptional circumstances that are not related to holidays. For example participation at a high level in a representative sport. The exceptional circumstances must be made clear in a letter to the Principal at least two weeks before the first day of intended absence. This request must be approved in advance for the absence to be authorised.

It should be noted that students who are absent from the Academy for longer than 20 consecutive days and deemed as 'missing education' can be legally removed from the Academy roll.

A student's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement which we, and you, must seek to avoid.

Fixed Penalty notices

Under existing legislation, parents/carers commit an offence if a child fails to attend the Academy regularly and the absences are classed as unauthorised (absences without a valid reason).

Depending on circumstances such cases may result in prosecution under the Education Act 1996. A Fixed Penalty Notice is an alternative to prosecution, which does not require an appearance in court.

Section 23 of the Anti Social Behaviour Act 2003 empowers designated Local Authority officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004 and have recently been amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued in the following circumstances:

If a minimum of 10 sessions or 5 school days of unauthorised absence are taken during the current term for:

- Overt Truancy
- Parentally-condoned absences
- Holidays taken in term-time.

Persistent Absenteeism (PA)

A student becomes a “**persistent absentee**” when they miss 10% or more schooling across the year for **whatever reason**. Absence at this level is doing considerable damage to any child’s educational prospects and we require parents’ support to tackle this. Any case that is seen to have reached the PA mark or is at risk of moving towards or beyond this mark is given priority. All PA cases are automatically made known to the local authority Senior Attendance Officer (Legal Interventions).

Lateness

The Academy day begins at 8.40 a.m. and all students are expected to be in the academy building by 8.35 a.m.

Any child arriving later than 8.40 a.m. should enter the Academy via the main entrance reporting to Front Reception. The student, or parent/carer if accompanied, should give a reason for the lateness and this will be recorded on the “daily late sheet” which will be added to the child’s register by the Admin team. Every “Late” will be followed up with an “L” in the planner and a next day 30 minute detention from 3.15 – 3.45pm.

The child will then go their classroom to begin lessons.

Parents are legally obliged to ensure that students arrive on time. Students arriving late, unless there are mitigating circumstances such as attendance at a medical appointment or for Safeguarding/Child Protection reasons, will receive a half hour detention the following afternoon. Parents will be informed by an “L” placed in the planner and a detention written for the next day.

Students who are consistently late are disrupting not only their own education but also that of others. An alternative school day may be set for these students to begin learning at 9:05am and finish at 4.15/4.30pm to ensure their attendance does not impact upon their learning.

Where persistent lateness occurs, that is when the Academy’s morning registers are closed, further action may be taken in the form of a **Fixed Penalty Notice** issued by the local authority Senior Attendance Officer (Legal Interventions).

APPENDIX B

CATEGORISATION OF ABSENCE

Any student who is on roll but not present in the Academy must be recorded within one of these categories:

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those students who are away from The Academy for a reason that is deemed to be valid under the Education Act 1996.

If the reason for absence is for the purpose of filming or modelling a discussion with the Principal **MUST** be had prior to the Parent/Carer agreeing to the opportunity. The Academy reserves the right to decline such requests if the nature of the opportunity is deemed to be inappropriate e.g. post watershed programmes.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the Academy.

Note: Students recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site