

NUSA WHOLE ACADEMY ATTENDANCE PROCEDURE

STATUTORY DUTY OF ACADEMYS

The 'Education Act 1996, Section 7' requires parents or guardians to ensure their child receives efficient, full-time education, either by regular attendance at school or otherwise.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

PHILOSOPHY

NUSA is committed to providing all pupils with a full-time education experience that maximises each pupil's opportunities and allows each to realise their true potential. We believe that if a pupil is to benefit from education, good attendance is crucial.

Attendance is a critical factor to a productive and successful Academy career; our Academy will actively promote and encourage 100% attendance for all our pupils.

NUSA will give high priority to communicating with parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-Academy links and communications systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive, in partnership with parents and pupils, to resolve those problems as quickly as possible.

AIMS AND PRINCIPLES

Parents are legally responsible for ensuring that a child of compulsory Academy age attends the Academy regularly.

As an Academy we will:

- work towards ensuring that all pupils feel supported and valued.
- send a clear message that if a pupil is absent, he/she will be missed.
- consult with all members of the Academy and Education Welfare Service in developing and maintaining the whole Academy attendance policy.
- encourage parents/carers to be actively involved in promoting their child's attendance.
- ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.
- regularly inform parents and pupils informing them of attendance rates and related issues.
- promote positive staff attitudes to pupils returning following an absence.
- ensure regular evaluation of our attendance policy and procedures by Senior Managers and the Academy Governors.

Attendance will be an important feature of the Academy Improvement Plan. Consistent and vigorous monitoring and evaluation procedures will be in place.

PROCEDURES

Rewards & Recognition for Good Attendance

- Student Lottery

The names of students with 100% attendance over the previous 2 weeks and with no lateness are put into a hat and a name drawn out during the Academy assembly to receive a gift voucher.

- Students with good attendance and in particular 100% attendance from September to date are recognised in assemblies at the end of each term.
- 'Well Done' cards are posted home for improved attendance and punctuality.
- Phone calls are made to praise the students on their improvement. Parents always appreciate a positive phone call.

Staff are provided with weekly attendance statistics so that the whole Academy knows exactly how we are performing, where we are excelling and where we need to focus.

Registration

Morning registration will take place at the beginning of the first lesson, at 8:45 am. Any pupil arriving to their **tutor room** after the register has been called is defined as late.

Afternoon registration will take place at the beginning of the fifth lesson. Any pupil arriving after the register has been called is defined as late.

Registration is completed by class teacher using PARS. The teacher should mark the pupil as present if the pupil has attended this session on time using the / code. If the pupil is late the L code should be used and if the pupil is not present and no reason is given the register should remain as N. All other registration codes are to be used by the Attendance Officer only.

Lateness to Registration

Morning registration starts at 8.45 and we expect pupils to arrive promptly to their tutor rooms. A warning/movement bell is sounded at 8.40 to ensure that pupils move swiftly to their assigned room or assembly.

Pupils arriving at **8.46** to their **tutor room/assembly** will be issued with sanctions to include mentor and Head Teacher detentions. A text will be sent to parents/carers informing them of the late arrival to the Academy.

Any student late to their tutor room/assembly in the Academy after the register closes at 8.47 will be marked with an unauthorised absence code U. 5 lates in a 4 week period could lead to a request for a Penalty Notice. Warning letters will be sent out for every late after the register closes.

Lateness to Lessons

All pupils who arrive late to lesson should have their mark updated from N to L on the register. Pupil lateness should be reported to the HOY.

First Day Contact

Parents/Carers whose child is absent are required to contact the Academy on the first day of absence, before 8:30am. If no contact has been made by the parent/carer on the first day of absence the Attendance Officer/Assistant Head of Year will make every effort to contact home. If no response a text will be sent using the automated truancy call, a letter will also follow if no contact made. A home visit might also be made if the need arises.

ABSENCES

Illness

Absences due to illness should be reported before 8:30 am on each day of absence. If a parent knows their child will be absent for a certain period (i.e. due to a broken leg/tonsillitis) then we will authorise the absence for a slightly longer period of time but request regular updates from the parent. If the student is well enough to work at home whilst they are off work is collected by the Academy and sent home to be completed and returned to Academy.

If a student has low attendance and/or has had a lot of time off due to illness, we will request that medical notes are provided before authorising any further absences due to illness. If no medical proof is provided the absence will remain unauthorised and the 'Formal Monitoring' process will be considered.

Medical Appointments

We will not authorise a full day's absence for a medical appointment such as dentist/orthodontist. All appointments are requested to be made outside of the Academy day wherever possible but if an appointment has to be made during the Academy day we expect the student to be in before and/or after the appointment, depending on the time. If a student is absent for the full day we will mark them as unauthorised for either the AM or PM roll call.

Holidays

All parents must complete a holiday form, however NUSA does not authorise holidays, in line with the Government's policies. Holidays during term time are marked as G. Exceptional circumstances would be authorised at the discretion of the Principal (i.e. service personnel on leave after returning from overseas duties) however even then we would take into consideration what year the student is and whether any exams or assessments are taking place at the requested time of absence.

Parents/Carers need to be aware that we will request a 'Penalty Notice' for any requested holiday. If found that a student was removed for the purpose of a holiday without permission/notification from parents/carers a 'Penalty Notice' will also be requested, even after the pupil has returned from the holiday.

Authorised Absences

We will authorise a student's absence for the following reasons:

Funerals

Family Issues (Child Protection issues which are then reported to the Child Protection Officer and are monitored). We will only authorise the absence for a short time in most cases.

Unauthorised Absences

Absences will be unauthorised if:

- The parent hasn't contacted the Academy with a valid reason for their child's absence. Letters will be sent on the day of absence and followed up weekly
- The Academy have not received the requested medical proof of illness
- A student is truanting
- Shopping for uniform
- *The Academy do not consider the parent's reason for absence to be valid*

Religious Observance

The Academy will authorise an absence taken for religious observance on the day set for observance by local religious leaders.

PA (Persistent Absentee) Students

NUSA aims to have 4% or less PA students.

Interventions include:

- Phone calls home
- Speaking to students without parents to discuss the issues
- Attendance Panels
- Home Visits
- Placing students on report for attendance and/or punctuality
- Formal Monitoring leading to 'Penalty Notices' if necessary

Support offered:

- Phone calls home praising improved attendance/punctuality
- 'Well Done' cards for improved attendance/punctuality
- Recognition from the Headteacher

Attendance is priority in Academy. High standards of attendance and punctuality are essential for students to learn, progress and achieve. In a co-operative, innovative and dynamic community it is vital to promote good attendance and punctuality

Weekly updates are provided to staff along with extra statistics at the end of each half term detailing lates / unauthorised absences / illness for each pupil. Patterns of absences are monitored so that interventions can be put in place

'Late Gates' are in place every morning and persistent lateness is tackled with stay-backs at break time or lunchtime escalating to after Academy detentions and calls home to parents

Role of Parent/Carer

If the Academy is concerned about the attendance of your child you will be invited into the Academy to discuss the issues and you may be asked to draw up a contract between yourself and the Academy to address the issues.

Penalty Notices/Prosecution for Non-Attendance, Persistent Lateness and Holidays

It is a legal requirement that your child attends Academy regularly and on time. As the parent/carer you have a legal responsibility to ensure their attendance. The Education Welfare Service has the statutory duty to enforce this. The Education Welfare Service can issue a penalty notice of £60, if paid within 21 days, or £120 if paid within 28 days, per child, per parent. Non-payment will result in a summons to the Magistrates Court. The Education Welfare Service can also prosecute a parent/carer in the Magistrates Court for non-attendance at a registered Academy/School or non-attendance at an agreed Education Provision. It is also a legal requirement that a pupil attends on time. The parent/carer is responsible for ensuring that their child attends on time; the Education Welfare Service can issue a penalty notice for a pupil's lateness or issue a summons to the Magistrates Court. Parents/Carers need to be aware that we will request a Penalty Notice for any requested holiday. If found that a student was removed for the purpose of a holiday without permission a Penalty Notice will also be requested, even after the pupil has returned from the holiday.

Co ordaining Attendance Support at NUSA

Academy Attendance Officer

- Monitor all registers daily
- Ensure that registers are marked in accordance with DCSF guidelines and use registration codes approved by DCSF
- Ensure that registers are available if required by the Local Authority for inspection.
- On the first day of absence contact parents/carers to establish the reason for absence.
- Follow up unexplained absences
- Liaise with the HOY on any absences that are causing concern.
- Liaise with the HOY to resolve pupil problems that related to absence/lateness.
- Ensure that registers at the end of each Academy week are a correct record of each pupil's attendance.
- Liaise with PRU and alternative education providers for pupils' attendance at agreed provisions.
- Refer to the Education Welfare Service if necessary

Senior Pastoral Lead for Behaviour & Attendance

- Monitor, in liaison with the Attendance Officer, a pattern of attendance in each year group and respond to any causes of concern revealed
- Co-ordinate liaison between Heads of Year and the Academy Attendance Officer
- Ensure that Attendance Monitoring has a high profile within the Academy's expectations and daily routines
- Pursue with parents and pupils any persistent problems referred by Assistant Heads of Year and/or the Attendance Officer

Governing Body

- Will set the Academy Attendance target by December for the following academic year.
- Will support this policy.
- The Inclusion focus group will receive termly attendance updates from SLT
-

HEAD of Year (HOY)

- Regularly check registers and monitor patterns of absence in liaison with the Attendance Officer
- Liaise with the Attendance Officer in resolving problem
- Hold weekly meetings with the Attendance Officer

- Meet and offer parents/carers whose child is causing attendance concerns a parenting contract
- Monitor and review parenting contracts
- Arrange assembly presentation of attendance certificates/rewards.
- Inform allocated SLT member of any serious attendance concerns
- Conduct random checks on internal truancy
- Monitor and action pupil lateness.

Tutors

- Keep an accurate attendance register by using lesson monitoring
- Request and adequate explanation by note or telephone call of all absences
- If absences still remain unexplained after 1 week refer them to the Year Team
- Report to the Year Team any cases of absences that are causing concern
- Monitor lateness and report any lateness to the Year Team

Subject Teachers

- Keep an accurate attendance register and punctuality to lessons.
- Refer to Year Teams any suspicious absences from lessons and any patterns of absences/lateness
- Refer to Head of Year any patterns of absences which seriously impede achievement

Head of Department

Respond to reports from subject teachers of patterns of absence which seriously impede achievement by:

- Liaising with Head of Year
- Communicating with parents/carers when absence is affecting examination course progress

All staff whom suspects that students are truanting a lesson should inform the Year Team!

Person Responsible: Mrs T. Aldridge, Mr Stephen Schmidt
Review Date: 1 September 2016