

TARLETON ACADEMY

Attendance Policy

'Children who do not attend school regularly are much more likely to leave school with few or no qualifications, and they are more likely to become drawn into crime and anti-social behaviour. Parents are responsible, by law, for ensuring that their children receive suitable full-time education.' National Audit Office – Improving School Attendance

This policy has been formulated in relation to the Governing Body's Statement of Ethos. The purpose of the Attendance Policy is to:

- Define acceptable standards of attendance.
- Ensure that all stakeholders are aware of the acceptable standards of attendance.
- Ensure that standards are consistently and fairly applied.
- Define the protocol for monitoring attendance.
- Define rewards for the regular attendance of students in school.
- Define the penalties for non or irregular attendance.
- To equip students with the skills necessary to thrive and prosper in an ever increasingly competitive world.

Tarleton Academy seeks to ensure that all students receive a full-time education, which maximises the opportunities for each student to realise their true potential.

We seek to create the conditions in which students take responsibility for their own learning, behaviour and attendance. For this to take place, staff, students and parents should work to an agreed set of standards and targets. We want to create an ethos which celebrates and reinforces achievement of those standards and which clearly identifies the consequences of a failure to work towards them. This Attendance Policy will therefore balance rewards and penalties and create the conditions within school in which effective teaching and learning can take place and students achieve the highest possible standards. We will work within Local Authority (LA) guidelines and strategies for improving the attendance within school.

Tarleton Academy seeks to build an effective partnership between the school and parents. We will inform parents about the attendance of their children, celebrate and reward good attendance and actively involve parents in the pursuit of satisfactory attendance by all students. We will acknowledge the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality. Review and evaluation of this policy will take place on an annual basis.

The measures contained within this policy can, to such an extent as is reasonable, include measures to regulate and control the attendance of students when they are not being educated within school, i.e. when they are attending college placements, the Eric Wright Centre, on work experience or on any other occasion when students are not on the school premises but are in the charge of the school.

Please note that this policy refers to CMIS (Computer Managed Information System), which is the school's information management system that contains all student related information. The use of CMIS is governed by the school's policies for Data Protection and the Freedom of Information.

Assembly and analysis of data

Students will attend statutory registration twice daily and their attendance will be recorded using the CMIS system. Analysis of data produced in this way will take place weekly and will form the basis for future rewards or penalties.

Personal Development Managers, together with all staff, will promote the benefits of regular attendance through assemblies, displays and competitions, and these will feature prominently throughout the school.

Attendance target

Although 100% attendance is desirable we acknowledge that students may be absent from school due to unavoidable medical circumstances. We would therefore accept that attendance from school should not fall below a minimum standard of 95% and at that point will introduce strategies for improvement on an individual basis.

Absence due to holidays

Under the Education (Student Registration) Regulations 2006, the Headteacher is able to authorise absence for the purpose of family holidays during term time. We acknowledge that, in exceptional circumstances, students may require authorised absence from school due to holiday commitments. **We will not authorise absence from school for a period of more than ten school days (twenty sessions) in any one academic year due to holiday, under any circumstances.**

Rewards for 100% attendance

Students with 100% attendance within any one term will receive a certificate for that term either within a Senior Leadership Team (SLT) or Rewards Assembly, or at a Student Progress Review meeting with parents.

Absence protocol

Parents/carers are required to inform the school on the **first day** of student absence and, if the absence is for more than that day, to give an indication as to the likely length of that absence. If the parent/carer fails to inform the school of student absence, the School Absence Action Strategy will be implemented by the school in relation to that student i.e. the School Attendance Leader will telephone the parent/carer to ascertain the reason for the absence.

Parental responsibility for regular school attendance

Sections 444A and 444B of the Education Act 1996 introduced penalty notices as an alternative to prosecution under Section 444. Parents may discharge potential liability for a conviction for an offence under Section 444 by paying a penalty. There is no legal

requirement for there to have first been a penalty notice before proceeding to prosecution. The key consideration in deciding whether to issue a penalty notice for truancy will be whether it can be effective in helping to get the student back into school or alternative provision.

Parenting Contracts

The Education and Inspections Act 2006 amends Section 19 of the Anti-social Behaviour Act 2003. Schools' (and Local Authorities') power to enter into voluntary parenting contracts in cases of truancy.

This is a written voluntary agreement between the school, Governing Body and the parent. The parent agrees to comply with certain requirements and the school agrees to provide, or help the parent access, the support they need.

Parenting contracts are appropriate where the parent is willing to engage with the school but needs support in order to improve their child's behaviour or attendance.

Parenting Orders

Parenting Orders are amongst the range of strategies available for tackling poor/ irregular attendance at school and are intended to enable the LA to draw, where necessary, on compulsory measures for engaging with parents.

Magistrates' Courts, including Youth Courts, have the power to enforce parental attendance at court, where appropriate, by issuing a summons. It is desirable that all parents are involved in any parenting intervention to improve attendance.

Penalty notices

Penalty notices may be issued by:

- Authorised Local Authority (LA) staff.
- The Headteacher.
- The Police, community support officers and accredited persons.

A penalty notice is suitable intervention in circumstances where the parent/ carer is judged to be capable of securing their child's regular attendance in education but is not willing to take responsibility for doing so, for example, where the parent/carer has failed to engage with any voluntary or supportive measures proposed.

The usual response to a first offence will be a warning rather than a penalty notice. However, authorised officers have the discretion to issue a penalty notice for a first offence in circumstances where the parent's conduct is particularly blameworthy, for example where the unauthorised absence was for an extended period and condoned by the parent/carer, i.e. where the parent/carer has chosen to take the child on holiday during term time without authorisation.

Formally notifying the parent

The parent/carer will be notified in writing by the school or LA at the onset of any actions that may be taken against them. The school, LA or other authorized person, will use model letters in the DCSF (Department for Children, Schools and Families) Guidance 'Improving Behaviour and Attendance', as exemplars when informing parents regarding attendance.

The parent/carer will be warned, wherever feasible, of the possibility of a notice being issued to allow 15 school days for the parent to improve the situation before being issued with a notice or commencing proceedings. If significant improvement in student's attendance is noted, a penalty notice or court proceedings may not be necessary if it is believed that the improvement will be sustained.

Penalty fines

A failure to comply with the requirement to access full time education is an offence. Parents can be prosecuted under section 444 of the Education Act 1996 or may be given a fine of £50. The penalty payable increases to £100 if left unpaid for 28 calendar days. The parent becomes subject to prosecution by the LA if the fine is still unpaid after 42 days for the original offence of failing to secure access to full time education for their child and may incur fines of up to £2,500 and /or up to three months imprisonment.

These fines may be subject to revision by the DCSF.

Adopted by the Governing Body

Date:

School Absence Strategy

This is a progressive strategy underpinning the promotion of good attendance within the school and is based upon Local Authority and Governmental guidelines. It may become the subject of revision due to changes within these statutory guidelines.

School Absence Action Strategy				
Stage	When	What/How	Who	Legal Strategy
1	First day of absence	Telephone call/ messaging service to parent or carer	School's Attendance Leader (SAL)	
2	Third period of absence	Letter to parent/carer	SAL . Personal Development Manager (PDM) informed	
3	Attendance of 95% or below in any term	Letter to parent/carer on an individual basis. Highlighted at Review Day Medical certificates may be required on an individual basis.	SAL PDM and AHT informed	
4	Third day of unexplained absence (UA) or third period of UA in six weeks	School will arrange meeting with parent/carer to discuss absence. Response options may include: <ul style="list-style-type: none"> • Parenting Contract. • Parenting Order. • Proactive Support by Local Authority Officer (LAO) • Referral to School Nursing Service. 	SAL + other relevant staff : PDM, Assistant Headteacher (AHT), Local Authority Officer (LAO)	
5	Six days or more of unexplained absence	Continued no response from Parent/carer to absence concerns	SAL/PDM/LAO	Or Fast Track to Court Procedure

School Absence Action Strategy				
Stage	When	What/How	Who	Legal Strategy
	Or 85% attendance & below	Refer to LAO on EWS1		
6	Within five working days of Receiving referral	<ul style="list-style-type: none"> • Check School information. • Risk Assessment. • Impulse check/other agency involvement. • Impulse attendance module entry. • Establish home contact arrange an initial visit. • No contact/response. • Initial Assessment. • Initial feedback to referrer. • Medical absence protocol. • Safeguarding concern? • Develop plan weeks 1-4. 	<p>LAO & Team Manager LAO</p> <p>LAO</p> <p>LAO</p> <p>LAO</p> <p>LAO</p> <p>LAO</p> <p>LAO/School Nurse</p> <p>LAO-CIS assessment team (MAARF/CAF)</p> <p>LAO/Team Manager</p>	<ul style="list-style-type: none"> • Letter of Concern with attendance target. • Parenting Contract (EWS) • Fast Tracking letter to parents
7	By end of week 4 (20 th day) or sooner or team manager first supervision	<p>Completion of EWS 6 Assessment</p> <p>Assessment check sheet/options:</p> <ul style="list-style-type: none"> • NFA • Signposting-Health, Maps • Legal Options • School Attendance Plan 	<p>Consensual Process with parent/young person.</p> <p>LAO</p> <p>LAO/other professional</p> <p>Lead professional</p> <p>LAO/Team manager</p> <p>LAO/Key school staff</p>	<p>First Warning Letter</p> <p>Attendance, Fast Tract, Parenting Contract? ESO?</p>

School Absence Action Strategy				
Stage	When	What/How	Who	Legal Strategy
		Develop Plan for weeks 5-9 <ul style="list-style-type: none"> • Open Case file/Impulse Social Inclusion referral 	Team Manager/LAO LAO	Open Court File
8	Week 5-8	Implementation and Review – outcomes	LAO	Fast track panel meeting (Wk.6)
	Week 8	Second supervision <ul style="list-style-type: none"> • review plan/Outcomes. • review legal action. 	Team Manager/LAO	Pre-court meeting PACE procedures Final Warning
	Week 9-12	Implementation and Review outcomes	Team Manager/LAO/ Administrative Officer	Court Date or PN
	Week 12	Third Supervision or latest date for legal decision <ul style="list-style-type: none"> • review plan, outcomes 	Team Manager/LAO	Fast track Panel meeting Impulse Court Log

Escalation of Intervention

Attendance Officer

- First day call to absent student's home. Record call and reply/action.
- If no reply, then send letter 1 home.
- Call day 2. Record call and reply/action.
- If no reply, then send letter 2 home.
- Call day 3. Record call reply/action.
- If no reply, then refer to Personal Development Manager/AHT for discussion with LAO.

Personal Development Managers

- Monitor students who attendance that falls below 95%. Track student's attendance.
- Monitor students who fall to 90% refer to Assistant Head Teacher, students who fall below 90% inform parents.
- Record each contact with home through letters/phone calls.
- Monitor students lates, contact parents through phone call/letter, no more than 5 lates per half term if more pass to Assistant Head Teacher.
- Students who fall to 90% discuss with LAO.

Assistant Head Teacher

- Set up Student Contract for students who fall below 90% attendance.
- Students who fall below 90% letter sent home signed by Assistant Head Teacher.
- Refer to attendance panel any student who has not improved attendance 90% or below.
- After 6 weeks monitoring period remove improvers from list and send well done letter home Students to continue to be monitored by Personal Development Manager.
- Any who do not improve can be placed before panel again or an application can be made for appropriate legal action.
- Discussion with LAO/SLT any student who falls below 85%.

Attendance Weekly Tasks

Teaching Staff

- Record attendance in all lessons. If unable to do this due to system malfunction, send list of absent students to pastoral office.
- Report any technical problems to ICT team before end of that school day.
- Any staff member requiring further training on CMIS should refer to ICT support staff.

Form Tutors

- Complete registers for each session.
- Place any absence notes into register to be sent to office same day.
- If no note is received upon return to school and Ms Leech or pastoral team have not been informed, send Absence Enquiry Note for student to return the next day.
- Display tutor group attendance information.
- Discuss with tutor group importance of regular attendance.

Personal Development Managers

- Monitor lateness from previous day and if required place student on detention.
- Send letters to parents regarding persistent lateness – more than 5 in one term.
- Discuss attendance with any student with 90-95% attendance.
- Meet with LAO to discuss individual students and action as appropriate.

Assistant Head Teacher

- Analyse school attendance data.
- Monitor work of Personal Development Managers.
- Monitor students with 90-95% attendance and set targets for this group.
- Send letters to parents regarding persistent problems 85-90%.
- Refer students to attendance focus group with Assistant Head Teacher.
- Meet with LAO to discuss individual students and action as appropriate.
- Meet with attendance officer to discuss data/trends/individual absence patterns.
- Decide upon escalation of intervention for students, discuss e.g. legal action, attendance panel.
- Update staff on progress in whole attendance.

Attendance Officer

- Make first day calls regarding student absence.
- Complete a list of unexplained absences for Personal Development Manager from previous week.
- Update and amend codes for individual students as applicable.
- Provide Assistant Head Teacher with a list of unexplained absences for the attendance focus group meetings.
- Send letters to parents of students who fall below 95% in any term period