



# Attendance Policy

Learning for Life

Reviewed by: The Governors

Date of Policy: September 2021

To be reviewed: September 2022

At Cockburn Multi-academy Trust we demand the highest level of attendance from all our students so that they may develop their full potential during their time at the academy. All stakeholders – students, parents, carers, teaching and support staff and the governors must do all in their power to ensure that the highest level is achieved.

### **“Good attendance is fundamental to raising attainment”**

#### **Responsibilities:**

##### **The Governing Body:**

To oversee that the academy follows the attendance policy, critically appraises attendance data and is a ‘critical friend’ in the quality assurance of strategies to raise attendance and reduce persistent absence

**Assistant Headteacher** - to strategically lead and monitor the overall whole academy attendance and punctuality, initiating whole academy policies as required. This will be achieved by liaison with the MAT attendance lead, Attendance Outreach workers, Attendance Improvement Officers (A.I.Os) and attendance administration.

**MAT Attendance Lead**- to oversee and monitor attendance and punctuality. Ensuring the whole academy attendance policy and procedures are implemented across the MAT. Set up the monitoring databases for regular termly attendance and Fast Track cohort. This will be achieved by regular liaison with the Assistant Headteacher and other staff.

**Directors of Key Stage** - overall responsibility of attendance and punctuality for their Key Stage and implement attendance initiatives and rewards appropriate for the group

**Directors of Year** – Overall responsibility of attendance and punctuality for their year group. implement attendance initiatives and rewards appropriate for the group

**Head of Year**- responsible for the attendance and punctuality for their year group.

**Form Tutor** - will be responsible for the marking of computerised registers, securing reasons for these absences from students and maintaining lesson monitor on SIMS. They are also the closest staff to students in their forms and must always ensure that they encourage students to maintain a good level of attendance and punctuality at all times. The Form Tutor should notify the Director of Year of any concerns regarding absences and punctuality. They should enforce the academy policy on lateness.

**Subject Teachers** – will be expected to plan engaging lessons to encourage attendance, take lesson monitor every lesson to identify truants and will inform the Head of Year as soon as possible of any unusual absence so parents/carers can be contacted.

**Attendance Co-ordinator (or nominated persons)**- will be responsible for organising first-day contact with parents/carers. Although the co-ordinator will have a caseload of parents/carers to contact the majority will be contacted by ‘SIMS Parent app’ and email. They are also responsible for ensuring all registers have been completed. The transfer of information from signing in sheets to the computer and the picking up of any missing marks. In their absence these duties will be carried out by the Attendance outreach worker. The Attendance Co-ordinator is responsible for providing attendance and punctuality data for a week/half term/whole term and end of year and monitoring Fast Track cohorts.

**Attendance Outreach Worker (or nominated persons)** - work daily with the Attendance Co-ordinator to identify a caseload of home visits, to intervene with the families of poor attendees and provide support, keep accurate records of all visit outcomes, including a daily log.

**Attendance Improvement Officers** – this traded services is to liaise with the Attendance Co-ordinator, Outreach workers and Assistant Headteacher regarding concerns over absence and be

included in action planning for handling attendance problems.

**Parents/Carers** - Every parent/carer has a legal responsibility to ensure that their child is in school unless there is a genuine reason for absence. A parent/carer should ensure that all student absence is explained by telephone call or letter.

Under the Education Act 1996 a parent may be prosecuted if they fail to ensure their child attends regularly. A penalty notice can and will be issued in cases of unauthorised absence.

**For applications for absence under exceptional circumstances please see Appendix "A"**

### **Role of the Student:**

- Arrive promptly at the academy by 8.25am
- Report to form period and all lessons on time as shown in student planners.
- Sign out at student reception if permission is given to leave the academy site during the day.
- Bring a note from parents/carers on return after any absence (note must go to student reception), unless the absence has been explained by a telephone call or other prior advice.

## **Attendance Procedures**

### **Registration**

Registers must be completed electronically for both AM and PM registration and for every lesson.

Registers must be taken within the first 15 minutes of a lesson or registration period. Students must be marked late after 8.35am during registration.

Registration closes at 11.00am, if a student is late after the register has closed they will be allocated a 'U' code, this will impact on a student's overall attendance.

It is vital that registers are completed via Sims lesson monitor promptly at the start of every lesson to enable efficient use of the 'SIMS Parent App'. A list of students going out of academy, e.g. on trips, should be given to the Attendance Co-ordinator (or nominated person). Similarly, a list of students taking part in events within academy that require them to be off timetable should be given to the Attendance Co-ordinator. The list can be emailed, added onto FROG or given personally.

If there is an ICT issue and teachers are unable, then a paper copy must be taken and given to the Attendance Co-ordinator, especially if this is Period 5 (a legal requirement for H&S). Messages via SIMS will be sent to staff where registers have not been taken.

The line manager of any member of staff regularly failing to complete registers or completing them incorrectly will be informed and further training will be given. This can result in management instructions if issues persist.

### **The Attendance Co-ordinator will be responsible for:**

- ensuring any students arriving after 8.35am are recorded into SIMs and all student marks are correct. Afternoon (unit) registration closes at 1.05pm
- Ensuring students who arrive after 11.00am are registered as a U code in SIMS.
- absence messages are taken off the answering machine and inputted into SIMS.
- entering codes for students that are chronic non attendees and those on reduced timetables or alternative programmes.
- checking and entering marks for students who have been given the permission to leave the academy.
- Checking/monitoring the attendance of students who access alternative provision and their attendance marks through CLM or emails from settings

The daily absence list will be prepared by 9.30am to share with the Head of School, Assistant Headteacher, and Directors/Heads of Year. The Assistant Headteacher will set priorities for the

home visits that day.

### **First Day Contact**

The Attendance Co-ordinator will organise First Day Contact (FDC). This will involve producing a list of absentees and notifying parents/carers via SIMS parent app or email. This should be recorded in SIMS communication log.

### **Unexplained Absence**

The Attendance Co-ordinator must clear the unexplained absence if:

- A student has been absent for one or more days and no response through first day contact via text message or email. This should be recorded in SIMS communication log.
- Form Tutor to clear absences where Attendance Co-ordinator cannot clear them. An email will be sent to Form Tutor's showing unexplained absences for their form.
- If there is no home contact on day two, the Attendance Outreach Co-ordinator will make a home visit to establish the reasons and encourage the student back to Academy.

### **Absence Letters Received**

Form Tutor's should pass on any absence note information to the Attendance Co-ordinator (admin) as soon as possible

### **Lesson Spot Checks**

Staff are required to use lesson monitor every lesson to record the attendance/absence of a student. If a student is absent when he/she was present in the previous lesson, the Attendance Co-ordinator must be informed the same day, by either sending a note to the office or email stating students name, date and lesson. The Head of Year will then ensure the sanction is given, but as a subject teacher counselling the student on their reasons for truanting your lesson is vital. **Any student truanting must be recorded on the behaviour database by the teacher.**

The sanction for lesson truancy over a half term is as follows: -

***1st truancy = 1 hour detention per period of truancy***

***2nd truancy = 3 units in IR, 1 hour detention. Parents/Carers attend a meeting***

***3rd truancy = Referred to Head of Year***

### **Fire Drills**

The registers for the fire drill are kept in the main office, the Attendance Coordinator is responsible for ensuring they are up to date and brought outside in the event of a Fire Alarm.

The Head of Year will give Form Tutors registers to take.

Any student found to be missing is passed to the Head of Year and then to the Assistant Headteacher. (See Fire Drill Procedures).

Any student found to be missing at a Fire Drill, parents/carers will be contacted by the Head of Year.

### **Attendance Concerns**

Form Tutors and mentors play an important role in raising the profile of the need for good attendance and punctuality.

Heads of Year, Directors of Year, Attendance outreach and Attendance Coordinator will meet regularly to discuss attendance and punctuality concerns.

Every student's attendance will be tracked on the intervention database and a key worker highlighted, any concerns will be discussed and outcomes of findings/meetings will be added. No student shall be sent home for illness without checking the student's attendance and consulting with the Key worker if appropriate.

Attendance Co-ordinator & Head of Year will discuss students concerns and action taken with Form

Tutors where appropriate, with students below 95%.

Possible actions include:

- the Form Tutor discussing the concerns with the student
- Attendance Co-ordinator meeting the student in the academy
- concern letter sent
- medical evidence letter sent
- meeting with parents/carers.

Where little or no improvement has been made then one of the following procedures need to be taken by the Attendance Co-ordinator.

- Visit from the outreach worker - monitor for a period of 4 weeks max
- Invite to a meeting in school with senior staff to discuss concerns
- Refer to Cluster Care Support and Guidance
- a possibility of fixed penalty notices and / or court.

### **Punctuality/Detention**

- The Attendance Co-ordinator is responsible for monitoring each individual student's punctuality each ½ term.
- Form Tutor's should enforce the academy policy on lateness (after 8.35am)
- Head of Year checks students' lateness on a daily basis
- Form Tutors/subject teachers issue the detentions to students who sign in late between 8.35am – 8.50am and all other lessons after the start of the lesson. For those who arrive late to academy there will be an automatic one hour detention set.

### **Poor Punctuality sanctions: Per half term**

**Every late to school = 1 hour detention**

**Late to lesson = 1 hour detention**

**U codes (late after register closed) also count towards late detentions and also an absence**

The Attendance Co-ordinator keeps in daily contact with the Alternative Provisions and Inclusion Room to check who needs a mark.

### **Medical Appointments**

Full day absences for medical appointments will not be authorised unless a discussion takes place between the Attendance Co-ordinator and home. For medical appointments to be authorised students must produce the medical appointment card/letter.

Students will be expected to attend before or after the appointment.

### **Students who are dual registered**

Students who access an alternative provision that is a registered independent school will be dual registered and a 'D' code will appear on their SIMS register. The student will be receiving attendance marks from the school that is hosting their education

### **Holiday Absence**

In line with The Education (Pupil registration) Amendment Regulations September 2013 the academy Head of school will **not** grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, the Head of School will determine the number of school days a child can be away from school. As such no holidays will be authorised and any time off will be coded as unauthorised. When unauthorised leave in term time has been taken the school will apply for a penalty notice to be issued through the School Attendance Service

### **Child Missing Education (CME)**

Children who are absent, abscond or go missing during the day are vulnerable and at potential risk of abuse, neglect, CSE or CCE including involvement in county lines. The Attendance Co-ordinator and Assistant Headteacher will monitor for long term absence. The academy will conduct regular home visits and record. Once a student is missing from education for 10 days, this will get reported to LCC. After a further 10 school days (20 in total) a formal CME application will be processed.

### **Long Term Absence**

The attendance team will be responsible for deciding which students will proceed to Case Work status and which will be worked with on a focal work basis. It may involve a phased re-entry to academy and/or flexible timetable.

### **Rewards and Incentives**

As good attendance is regarded as a priority at Cockburn John Charles Academy it must be given a high profile. This will be achieved by:

- Stressing the importance of good attendance in the student planner, students will be given their attendance % weekly to enhance awareness and give them an increased incentive to maintain or improve their own performance.
- Additional credits received for good punctuality and attendance per half term:
- 100% attendance per half term= 250 points
- 95% attendance per half term = 50 points
- No lates per half term = 50 points
- 10% improvement per half term = 50 points
- Attendance Co-ordinator will give the form tutor the information to celebrate with your students, the points will be added automatically
- PDFL rewards will be intrinsically linked to very good attendance (above 97.5%), with points, certificates and special prizes awarded half termly, termly and annually
- Half term achievement letters will be communicated to parents/carers to all 100% attendees and most improved attendees
- Displays of named good attendees will be maintained on the attendance notice board within the academy and in each Form room.
- Regular attendance assemblies
- Governors will be given regular updates on attendance figures and will be invited to participate as they feel appropriate.

Links to other policies:

The Safeguarding & Child Protection Policy, Fire Procedures and PDFL policy should be read in conjunction with this policy. –

## **Absence – exceptional circumstances.**

## **APPENDIX A**

In all circumstances, it is the Head of School who decides whether an absence is authorised or not. Approval of absence in term time is not, under any circumstances, an automatic right. Absence during term time should be discouraged at all times, but under exceptional circumstances it may be considered when:

- a. It is related to exceptional circumstances (e.g. family bereavement).
- b. That the granting of a request should be linked with an expectation of otherwise full attendance.
- c. Only one period of up to 2 days absence in any academic year could be considered.

Parents/carers will be informed that any absence taken without permission will be unauthorised and that this could be used by the Local Authority to strengthen a case for Penalty Notice / Prosecution where overall attendance is unsatisfactory.

Should any parent/carer of a child (either one who otherwise attends regularly or a child whose attendance is poor) decide to take leave without permission, it will be made clear that the academy will not authorise the absence.

**Procedure for permission to request absence during term time – parent/carer must contact the Head of School in writing giving reasons for absence with at least one month's notice.**

### **Authorised Absences for exceptional circumstances such as Sporting or Performing Arts Activities (Theatre, Film, Modelling etc)**

- Cockburn John Charles Academy appreciates that in certain circumstances, the students will benefit from being able to partake in certain Sporting or Performing Arts events. To this end the following criteria will be followed
- It must always be recognised that any absences of this nature are completely at the discretion of the Head of School
- Each individual application for absence will be considered on its merits and open licences will not be granted under any circumstances
- Each application must be submitted with the full form (license) to the Head of School part licenses (i.e. the individual sheet requiring signature) will not be accepted
- At all Key stages the Head of School will consider absence on an individual basis
- Each absence will take into consideration
  - the number of days previously authorised
  - educational attainment – progress to date
  - examination and assessment commitments
  - time of year
  - attendance to date
  - extended behaviour and reward points

**PLEASE BE AWARE - unauthorised absence may result in the child being removed from the academy roll**