

Attendance & Punctuality Policy Pre 16

Version	1.0
Author including Title	Simon Winslow Director
Responsible committee	
Date adopted	May 2019
Review Date	May 2020
Target Audience	Administrative and Teaching Staff
Related Documents	
Referenced	SOL Attendance

This Attendance Policy will set out Brigantia Learning Trust commitment to improving academy attendance and punctuality.

The development and implementation of this policy is intended to ensure that all teaching and learning support staff employed by the Trust are carrying out appropriate measures that will safeguard children and promote their welfare. Regular attendance at the Academies is a legal requirement, establishes good habits which will be valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for the Academy.

Aims

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the academy attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, students and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of students and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

To improve and maintain the regular attendance of all students the Trust will:

- Collect and analyse attendance data on an 8 weekly cycle times per year in order to identify trends and to allocate resources effectively.
- Support Attendance through system leadership to devise and implement their own strategies to improve attendance.
- Ensure an Academy reward incentive policy for each academy is in place.
- Form effective communication across the academies.
- Share new guidance/legislation across the Academies.
- Represent the Academies at formal attendance meetings if required.
- Support Implementation of legal action against parents/carers at court as required.

To improve and maintain the regular attendance of all students the academy will:

- Identify a designated member of the Leadership Team undertake the role of *Attendance Lead* to take responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual students.
- Implement efficient systems of registration which encourage children and parents/carers to account promptly for any absences.
- Ensure absences are only authorised where the academy is satisfied that the absence was genuine.
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the Academy.
- Highlight important dates such as examinations in newsletters, letters home etc.
- Explain to students how poor attendance can impact on attainment.
- Monitor how the curriculum and ethos of the Academy impact on school attendance.
- Implement correct policy for children who are educated other than at the academy.
- Holidays in term time will only be authorised for exceptional circumstances – applications to the Principal.

- Analyse attendance data, looking for emerging patterns of non-attendance, compare to city and national comparators.
- Ensure relevant attendance information is shared effectively with parents, students, staff, local authority and outside agencies where appropriate. The Attendance Team will lead this via data exchanges, reports to directors and letters home.
- Put in place monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified early.
- Use a graduated approach to respond to the attendance data weekly



Appendix: Attendance Protocols Concord & Wincobank

Register procedures

- Pupils at 8.40am go straight into classrooms. Prior to this they have access to breakfast club.
- Breakfast Club is available from 8.00am until 8.40am.
- Students are registered by their class teacher at 8.50am for the morning session and 1.00pm for the afternoon session.
- Class Teachers will insert a mark for every pupil whether it is a present or an absent on SIMS accordingly.
- For consistency across school, registers must be completed and sent to the office by 9.00am.
- If pupils arrive after registration is completed, they will be deemed to be late. In the interests of safeguarding, children arriving late report to main reception and are registered by our office staff.

Responding to lateness

If a child arrives after 8.50am, they will be given a late mark and the time they arrived will be logged on SIMS. This will be the same for any arrivals up until 9.30am after which time they will be given a U mark, again with the time they arrived being logged on SIMS by our office staff. Students arriving after 9.30am or after registration in the afternoon time must report to the main reception and sign in. The attendance officer will then amend the register as appropriate.

- Parents/carers will be contacted for pupils who have been identified as being regularly late and additional incentives and support may be triggered.
- Parents/carers of students who are persistently late will be invited into the school to discuss the situation and how to improve the child's punctuality.

Responding to absences

- Parents/carers are asked to contact the school on the first day of their child's absence.
- The attendance Officer will record all incoming messages on SIMS. When no contact is made, parents/carers will be called to ascertain reasons for absence. If no contact is made or the reason given for absence is deemed to be inadequate, home visits will be carried out by the Attendance Officer as soon as possible.
- Students with known attendance/punctuality problems will be targeted and their attendance/punctuality monitored regularly.
- Where appropriate, strategies will be employed to address the attendance of individual pupils, including home visits by the Attendance Officer and inviting parents/carers into school for a school attendance meeting, along with other personalised incentives.
- Where concerns are raised about a pupil's attendance and school have implemented all the school based strategies, they may refer the pupil to the Local Authority Multi Agency Support Team or other outside agencies.
- Parents/carers will need to provide proof of any appointments that lead to their child being absent from school. Only then will it be marked as an authorised M code for medical.
- The school will at all times, work with Sheffield Local Authority to address attendance concerns and where necessary, discuss cases where legal action may be an appropriate intervention. In the case of irregular school attendance, a formal warning would be issued to the parent/carer, with a fixed penalty notice issued where improvement was not seen. In the case of unauthorised term time leave, the Attendance lead will request a fixed penalty notice where the reason provided does not meet the exceptional circumstances criteria.
- Children with less than 90% attendance are classed as Persistent Absentees (PA) and their attendance will be monitored closely, with home visits on first day of absence, whenever possible.
- On a half-termly basis, every child in school will receive an attendance report. These will be colour-coded in accordance with the bands from the Sol Attendance diamond.
- On a weekly basis children will be given feedback about their attendance.

Attendance Roles and Responsibilities

Attendance Lead (Nic Sherwood Concord/Tracy O'Malley Wincobank) and Attendance Officer (Dee Marsh)

- Provide regular updates on attendance to Executive Principal and Director of Primary.
- Meet regularly with the Trust Attendance Leads to review attendance strategies and statistics, review the Trust Attendance Policy and share examples of good practice.
- Work with other schools and agencies to promote attendance within the school.
- Attend School Attendance Panels as appropriate.
- Promote and encourage good attendance through incentives, rewards and general conversations around school.
- Monitor and track targeted pupils to ensure attendance improvements are maintained and incentives are having an impact.
- Identify trends in the attendance of individual pupils and report accordingly.
- Liaise with and identify cases to be referred to Local Authority Multi Agency Support Team.
- Monitor attendance on a weekly basis and seek external support as appropriate.
- Work with individual students/classes where attendance has been identified as a concern.
- Update the SOL Attendance tracker, personal attendance records and figures as required.

Class Teachers

- Accurately mark the registers in a timely fashion.
- Seek advice from the Attendance Lead on any issues relating to attendance.
- Have regular discussions about the importance of good attendance.

- Monitor individual as well as whole class attendance and consider absences for when planning lessons. Consider how to catch up on lessons lost.
- Liaise with the Attendance Lead and Attendance Officer regarding any queries surrounding absence.
- Monitor the impact of attendance on attainment and expected progress.

Attendance Officer

- Record incoming calls pertaining to lateness and absences.
- Carry out first day calls.
- Update SIMS registers and notes when necessary.
- Keep a log of all the children who arrive late with the time they arrive.
- Keep an updated record of absences/lates with times and reasons stated.
- Maintain SIMS and update records on a weekly basis.
- Carry out a visual check in classes to ensure pupils that have been logged as absent have not arrived in school.
- Ensure all registers are completed correctly and amended for lates and absences.
- Pass any concerns or emerging patterns on to the Attendance lead.

Executive Principal

- Has overall responsibility for attendance within the school.
- Provide advice and support to members of staff on attendance issues.
- Attend school attendance panels if appropriate.
- In conjunction with other school staff, the Executive Principal has the discretion to authorise leave where there are genuine exceptional circumstances.

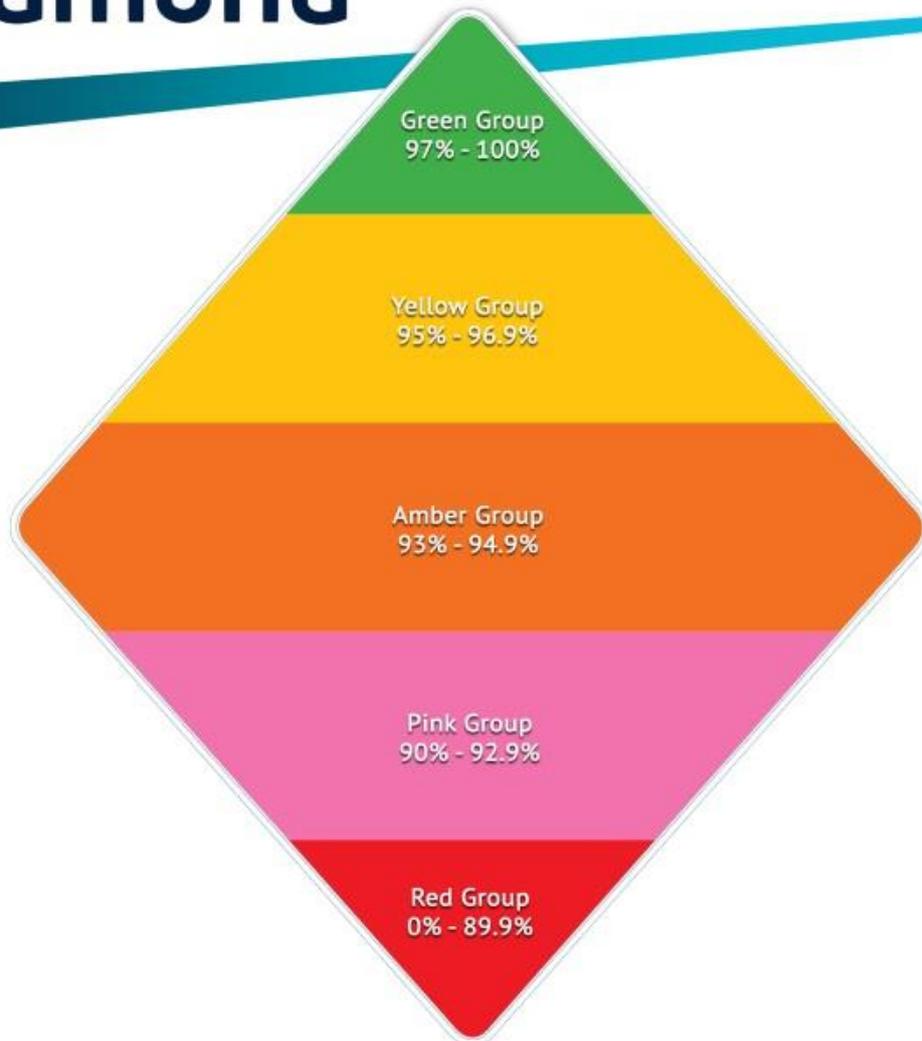
Directors

- Keep an overview of attendance figures regularly through reports provided by the school.

Attendance Diamond



Hinde House
3 - 16 SCHOOL - SECONDARY PHASE
Creating excellence together

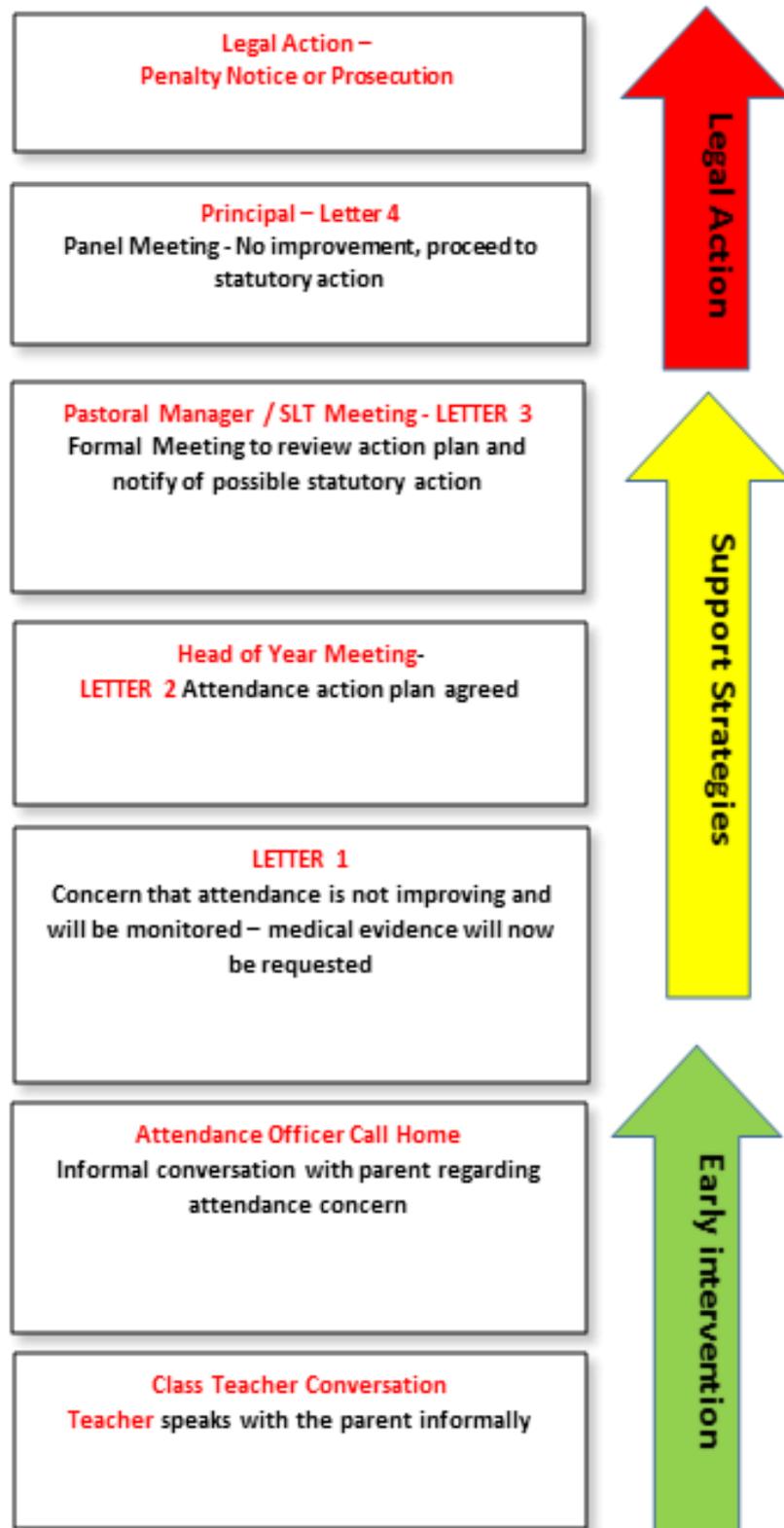


Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement (PA)
Red	Extreme risk - Court action (PA)



BRIGANTIA
LEARNING TRUST
Creating excellence together

Escalation Process



The interventions escalate with each decline or after a red down arrow