



# **Attendance Policy**

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# ATTENDANCE POLICY

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## **Purpose of the policy**

**The Vale Academy understands that regular attendance and academic success are intrinsically linked and therefore the attendance policy must;**

- 1. Enable students to realise their full potential through excellent attendance.**
- 2. Ensure continuity and progression in the learning process.**
- 3. Ensure registration procedures are rigorous and comply with the DfE regulations.**
- 4. Ensure attendance statistics are analysed and inform the setting of targets for student attendance.**
- 5. Ensure unauthorised absences are detected and followed up.**
- 6. Ensure long term absentees are successfully reintegrated on their return to the academy.**
- 7. Ensure that high standards of attendance and punctuality are achieved and maintained.**

## **Parents' / Carers' responsibilities**

Under section 7 of the Education Act 1996 parents are responsible 'for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and to any special educational needs the child may have.'

- A student who takes ten days' holiday during one whole academic year will attain only 94.7% attendance.
- Every lesson matters - children who have time off often find it difficult to catch up and do well at the Academy.

Research suggests that just seventeen days missed from school equates to a GCSE grade.

We expect parents/carers will:

- Ensure their children attend school regularly.
- Notify the school on the first day of absence and every subsequent day by telephoning the academy.
- Provide medical information after the third day of absence and as requested (eg medical appointment cards).
- Support attendance by keeping requests for absence to a minimum.
- Ensure their children arrive to school on time, appropriately prepared for the school day.
- Contact the school without delay if they are concerned about any aspects of their children's school lives.

## **The responsibilities of the academy**

1. To collect and monitor attendance information.
2. To monitor punctuality.
3. To agree specific targets for individuals, groups, houses, year groups and the whole academy
4. To ensure that data is used effectively to categorise absence, identify trends and to identify students of concern.
5. To ensure awareness of vulnerable groups such as Looked After Children, the More Able, Students from Ethnic Minorities, Students with Special Educational Needs, Students who are entitled to Free Academy Meals
6. To liaise closely with parents / carers, advising them as early as possible, cases of suspected unauthorised absence and persistent lateness.
7. To refer cases of concern to the Education Welfare Service.
8. To implement strategies for re-integration in the event of long term absence. These could include the provision of pastoral support through the Student Services Manager and Educational Welfare Officer.
9. To monitor the curriculum regularly to ensure that the needs of all students are being met.
10. To ensure that excellent attendance is recognised.

## Guidelines

1. Absence is authorised for:
  - a. sickness and medical appointments\* Uncertified illness for more than 3 days will not be authorised.
  - b. days set aside for religious observance\*
  - c. exceptional circumstances (in line with the North Lincolnshire guidelines and at the discretion of the Principal)\* .
  - d. reasons approved by the academy – i.e. work experience, exclusion, study leave

\* for reasons a), b) and c) there must be notification from parents in writing.

2. Due to changes in DFE guidelines the academy is not able to authorise holidays during term time.
3. The Behaviour Policy highlights strategies for dealing with lateness and truancy.

## **Appendix 1**

### **Staff roles and responsibilities**

#### **The role of the tutor**

1. To provide information and advice to students which will enable them to make choices about their attendance / punctuality.
2. To support students to improve their attendance / punctuality through the use of a range of strategies including target-setting.
3. To implement the consequences for lateness and truancy as outlined in the Behaviour Policy.

#### **The role of the teacher**

1. To keep accurate records of attendance and punctuality for Periods 1 + 4 (AM and PM registration) and all other lessons. Ensuring registers are completed promptly every lesson normally within the first 10 minutes and amended to take account of any late arriving students.
2. To provide information and advice to students which will enable them to make choices about their attendance/punctuality.
3. To support students to improve their attendance / punctuality through the use of a range of strategies including target-setting.
4. To implement the consequences for lateness and truancy as outlined in the Behaviour Policy.
5. To highlight for the House Leader and Inclusion Manger any students causing concern in these areas.

#### **The role of the Inclusion Manager/Attendance Officer**

1. To contact parents / carers on the first day that absence occurs.
2. To ensure that checks and amendments to the register are completed before 10 am each day prior to the release of messages to parents via the 'Truancy Call' communication.
3. To contact the parents/carers of students causing concern and students known to be at risk directly.
4. To liaise with EWO and other outside agencies, as appropriate.
5. To provide information and advice to parents/carers on attendance.
6. To prepare and present attendance statistics and reports as appropriate.
7. To ensure that the academy's attendance records are accurate and up to date.
8. To contribute to the development of attendance strategies.
9. To monitor and analyse attendance data for the year groups.
10. To provide information and advice to students which will enable them to make choices about their attendance/punctuality.
11. To support students to improve their attendance/punctuality through the use of a range of strategies including target-setting.
12. To implement the consequences for lateness and truancy as outlined in the Behaviour Policy.
13. To liaise with Assistant Principal Inclusion and EWO, as appropriate.
14. To implement re-integration strategies in the event of long term absence.
15. Any errors in registers are to be corrected and reported to the Inclusion Manager.
16. Attend a Half term meeting with the Vice Principal to discuss attendance.