



ATTENDANCE POLICY

Statement of Intent

Southmoor Multi Academy Trust aims to maximise attendance rates with the intention of enabling all pupils to take full advantage of the educational opportunities available and to ensure that they are safe. Southmoor Multi Academy Trust aims to encourage excellent levels of attendance and punctuality.

Rights, Responsibilities and Roles

The Trust:

Southmoor Multi Academy Trust expects pupils to attend school regularly and to arrive on time in a fit condition to learn. We will promptly investigate all absenteeism and lateness and will work closely with parents should attendance or punctuality give cause for concern.

Pupils:

- Will ensure that they attend school regularly and on time
- Will attend all lessons punctually
- Will not leave the Academy without permission
- Will have individual records of attendance/punctuality acknowledged by the Academy

Parents:

- Are legally responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- Are responsible for immediately informing the appropriate Academy of the reason for any absence by telephone call on the first morning of any absence (this should be confirmed in writing when the child returns to school)
- Should not arrange family holidays during term time
- Can expect the Academy to keep them fully informed of their child's attendance and punctuality record

Under the 1996 Education Act Section 444, parents may be fined up to £2,500, face 3 months in prison or receive a parenting order.

APPENDIX 1: SOUTHMOOR ACADEMY PROCEDURES

APPENDIX 2: SANDHILL VIEW ACADEMY PROCEDURES

Last review date: 17.03.21

Person Responsible: Lisa Mellefont (Assistant Principal – Southmoor Academy)
Allison Johnston (Assistant Principal – Sandhill View Academy)

Associated Policies: Anti-Bullying
Single Equality Scheme / Equal Opportunities
Safeguarding / Child Protection

APPENDIX 1: SOUTHMOOR ACADEMY PROCEDURES

Steps to reduce absence may include:

- First day contact via telephone in first instance, text, e-mail
- Concern letter from school about a pupil's poor attendance
- Home visit by Southmoor Attendance Team
- Serious concern letter requesting medical evidence
- Referral to Local Authority Attendance Team
- Final Warning Notice
- Fixed penalty issued
- Prosecution

Registration (including Punctuality)

Registration procedures:

- Registers will be taken punctually each day at 8.35am (registers will close at 9.30am). Each pupil should be called by name and respond in the prescribed formal manner - 'Here', 'Present', etc.
- Should a pupil arrive in school after the registers have closed, he/she should enter school and sign in at Main Reception, providing an explanation for his/her lateness
- Use of codes for electronic registration as listed within SIMs software
- All staff will take an electronic register in each lesson and enter the correct code. If a pupil is not in a lesson the appropriate code should be entered
- Supply staff will be given paper registers which are to be sent to the Pupil Reception for entry directly after the register has been taken
- Year Leaders/Attendance Manager are to identify internal truants and inform parents
- Attendance Manager to maintain central record for all pupils, including those who are:
 - persistent absentees
 - on a restricted timetable or alternative placement (Year Leader input)
 - cared for children, on FSM, ethnic minorities, SEN

Authorised / Unauthorised Absence

All absences must be explained in writing by a parent. The school will then decide whether or not it will authorise the absence.

Absence from school may be authorised if it is for the following reasons:

- sickness
- unavoidable medical/dental appointments
- days of religious observance

- exceptional family circumstances, such as a bereavement

Absence from school will not be authorised for:

- shopping
- looking after family members who are unwell
- birthdays

All medical/dental appointments should be made, whenever possible, outside of school hours.

Parents do not have any entitlement to take their child out of school for holidays.

Fixed Penalty Notices:

- a FPN warning letter may be sent to a parent if their child has 20 or more unauthorised absences during a 10-week period
- a FPN may be issued to a parent if their child has further unauthorised absences
- a FPN may be issued if a pupil has unauthorised absence resulting from an unauthorised holiday in term time
- A FPN currently requires payment of £60 within 21 days or £120 within 28 days and will result in prosecution for unauthorised absence if unpaid

Procedures for Following Up Absence/Lateness

- Should a pupil be absent at morning registration, unless a message explaining the absence has been received, the Year Leader/Attendance Team will attempt that day to make contact with the pupil's home by telephone in the first instance then by text message or email. If contact cannot be established, home visits are scheduled on a daily basis, as a further method to establish the whereabouts of the child and confirm the reason for absence.
- Should a pupil return to school after an absence without an explanation from his/her parent or carer and one is not forthcoming in subsequent days, then a member of the Attendance Team will endeavor to contact the parent or carer.
- Pupils are expected to be in the yard by 8.30am. Pupils are late if they arrive after the gate has closed at 8.35am and the following sanctions apply:
 - For persistent incidences of lateness, the pupil undertakes a detention, with their Year Leader
 - Further intervention for persistent latecomers, can include further detentions, letters home, meetings with the Attendance Manager, Year Leader and/or Leadership Team link and parents
- Attendance and punctuality figures will be shared with every member of staff on a weekly basis
- Attendance and persistent absence figures will be communicated to the Leadership Team and Year Leaders, on a weekly basis
- When a pupil is persistently late or absent without good reason and the school's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Local Authority Attendance Team for consideration to prosecute

Procedures for Registering Pupils Off Site (ie. Placements)

- Initial contact with placement to explain the need to contact school if a pupil fails to turn up for his/her placement.

- Parent to contact school if pupil is absent from placement.

Strategies for Promoting Attendance/Punctuality

- In the belief that all pupils are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed
- Attendance statistics will be collected and used to inform pastoral and curriculum practices
- Parents, pupils and staff are to be regularly reminded of the types of absence which are recognised as authorised and as unauthorised
- Good attendance will be recognised and rewarded through the use of attendance award badges and certificates, as well as prize draws and seasonal attendance incentives
- Pupils whose attendance falls below 95% will be set targets for improvement. These targets will be regularly monitored and reviewed by the Form Tutor, Year Leader, Reducing Absence Mentors and Attendance Manager
- Regular structured meetings will be held with the school's Attendance and Pastoral Teams, in order to identify and support those pupils whose attendance/punctuality is a cause for concern
- Parents will be regularly informed of all concerns regarding attendance and punctuality
- Termly reports will be made by the Principal to the school's Governing Body on the issue of attendance/punctuality
- Pupils will be regularly reminded of the importance and value of good attendance, largely through tutor time, assemblies and timetabled personal development lessons
- All issues which may cause a pupil to experience attendance difficulties are to be promptly investigated by the Attendance Manager/Year Leader
- Visits to feeder primary schools will be made in order to ensure effective support for all pupils during secondary transfer and in order to help identify any pupils who may require additional help
- Pupil registration certificates will be issued to parents annually, to inform them of their child's attendance and punctuality

Collection of Attendance Data

Each week the following data will be collected and analysed by the Attendance Team in order to assess performance and trends:

- whole school absence rates
- number and proportion of persistent absentees
- rates of unauthorised absence
- absence rates for particular cohorts and groups (year groups, gender, ethnicity, SEN, etc)

Each half-term, a range of attendance data will be analysed by Year Leaders and Curriculum Leaders in order to identify trends and patterns and to link attendance with attainment.

Pupil-level attendance data will be analysed on a weekly basis in order to identify persistent absentees and those pupils at risk of becoming persistent absentees.

Attendance data will be used to set a range of attendance targets for the whole school, for identified cohorts and for individual pupils.

APPENDIX 2: SANDHILL VIEW ACADEMY PROCEDURES

Attendance Procedures

Step 1	First day contact via telephone in first instance, text, e-mail
Step 2	Home visit by Sandhill View Attendance Team
Step 3	Serious concern letter from school
Step 4	Referral to Local Authority Attendance Team
Step 5	PACE interview (Pre Court Meeting) or a Request will be made for a Fixed Penalty Notice to be issued.
Step 6	Final Warning Notice
Step 7	Prosecution

Registration (including Punctuality)

Registration procedures:

- Registers will be taken punctually each day at 8.30am and at 1.40pm (registers will close at 9.10am and 2.00pm). Each pupil should be called by name and respond in the prescribed formal manner - 'Here', 'Present', etc.
- Should a pupil arrive in school after the registers have closed, he/she should enter school and sign in at Main Reception, providing an explanation for his/her lateness.
- Use of codes for electronic registration as listed within SIMs software.
- All staff will take an electronic register in each lesson and enter the correct code. If a pupil is not in a lesson the appropriate code should be entered.
- Supply staff will be given paper registers which are to be sent to the Pupil Reception for entry directly after the register has been taken.
- Heads of Year/Attendance Manager are to identify internal truants and inform parents.

Attendance Manager to maintain central record for pupils who are:

- persistent absentees
- on a restricted timetable or alternative placement (Head of Year input)
- Looked After Children, on FSM, ethnic minorities, SEN and PA's

Authorised/Unauthorised Absence

All absences must be explained in writing by a parent. The school will then decide whether or not it will authorise the absence.

Absence from school may be authorised if it is for the following reasons:

- sickness
- unavoidable medical/dental appointments
- days of religious observance
- exceptional family circumstances such as a bereavement

Absence from school will not be authorised for:

- shopping
- looking after family members who are unwell
- birthdays

All medical/dental appointments should be made, whenever possible, outside of school hours or after 2:30pm. Parents do not have any entitlement to take their child out of school for holidays.

If a pupil arrives after registration has closed the absence will be recorded as unauthorised for that session. If this persists legal action, in the form of a Penalty Notice or Prosecution under Section 444(1) of the Education Act 1996 may follow.

Fixed Penalty Notices:

- a FPN warning letter may be sent to a parent if their child has 20 or more unauthorised absences during a 10-week period
- a FPN may be issued to a parent if their child has further unauthorised absences during the 15 school days following the receipt of the final warning letter
- a FPN may be issued if a pupil has unauthorised absence resulting from an unauthorised holiday in term time
- A FPN currently requires payment of £60 within 21 days or £120 within 28 days and will result in prosecution for unauthorised absence if unpaid

A pupil who takes 10 days holiday during the academic year can only attain 94.7% attendance

A pupil who takes 10 days holiday in each academic year could lose the equivalent of 22 weeks (almost six months – about 2 terms) during their formal school career

Procedures for Following Up Absence/Lateness

Should a pupil be absent at morning registration, unless a message explaining the absence has been received, the Attendance Team will attempt that day to make contact with the pupil's home by telephone in the first instance then by home visit.

Pupils are expected to be in the yard by 8.25am. Pupils are late if they arrive after the gate has closed at 8.30am and the following sanctions apply:

For each incidence of lateness, the pupil undertakes a whole-school 30 minute detention, served at lunchtime on the same day.

Further intervention for persistent latecomers, can include letters home, meetings with Attendance Manager, Head of Year and/or Leadership Team link and parents.

Should a pupil return to school after an absence without an explanation from his/her parent and one is not forthcoming in subsequent days, then a member of the Attendance Team will contact the parents.

Attendance figures and identified persistent absentees will be given to Heads of Year on a weekly basis for their caseload and year group.

When a pupil is persistently late or absent without good reason and the school's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Local Authority Attendance Team for consideration to prosecute.

Procedures for Registering Pupils Off Site (ie. Placements)

Initial contact with placement to explain the need to contact school if a pupil fails to turn up for his/her placement.
Parent to contact school if pupil is absent from placement.

Strategies for Promoting Attendance/Punctuality

In the belief that all pupils are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.

Attendance statistics will be collected and used to inform pastoral and curriculum practices.

Parents, pupils and staff are to be regularly reminded of the types of absence which are recognised as authorised and as unauthorised.

Each Head of Year will award certificates to all pupils whose attendance/punctuality is either excellent or much improved.

Pupils whose attendance falls below 95% will be set targets for improvement. These targets will be regularly reviewed by the Form Tutor, Head of Year, Absence Mentor and Attendance Manager.

97% to 100% attendance will be promoted and rewarded through the attendance reward system.

Weekly structured meetings will be held with the school's Attendance Team and Heads of Year in order to identify and support those pupils whose attendance/punctuality is a cause for concern.

Parents will be kept regularly and fully informed of all concerns regarding attendance and punctuality.

Termly reports will be made by the Head of School to the Governing Body on the issue of attendance/punctuality. At every opportunity pupil's will be constantly reminded of the importance and value of good attendance.

All issues which may cause a pupil to experience attendance difficulties are to be promptly investigated by the Attendance Manager/Head of Year.

Pupil registration certificates to be issued to parents bi-annually, to inform them of their child's attendance and punctuality.

Collection of Attendance Data

The following data will be collected and analysed weekly by the Attendance Team in order to assess performance and trends:

- whole school attendance rates;
- numbers and proportion of persistent absentee pupils;
- rates of unauthorised absence;
- attendance/absence rates for particular cohorts and groups (year groups, gender, ethnicity, SEN, etc.)

Each half-term a range of attendance data will be analysed by Heads of Year and Curriculum Leaders in order to identify trends and patterns and to link attendance with attainment.

Pupil-level attendance data will be analysed on a weekly basis in order to identify persistent absentees and those pupils at risk of becoming persistent absentees.

Attendance data will be used to set a range of attendance targets for the whole school, for identified cohorts and for individual pupils.