

Ebor Gardens and Victoria Primary Academies



ATTENDANCE

Policy updated:	Sept 2020
Adopted:	Sept 2020
Review date:	Sept 2021

Victoria and Ebor Gardens Primary academies are committed to providing a broad, balanced and effective education for all the children who attend our schools. We believe that, in order for our children gain the greatest benefit from their education and be best prepared for the secondary career, it is vital that our children should be at school, on time, every day on which school is open unless the reason for the absence is unavoidable. We believe regular attendance is of the greatest importance because children with high levels of attendance:

- Have full access to the curriculum and are more likely to achieve
- Build positive relationships and develop social skills which prepare them for the next phase in their education
- Are able to develop their self-esteem, their sense of worth and sense of belonging
- Develop a positive attitude to school and the world of work, punctuality and attendance
- Are safe from harm and remain within the law

1. Introduction

This policy sets out the procedures through which we seek to raise attendance, improve punctuality and, as a consequence, raise levels of achievement. This policy is written with regard for the legal powers and duties included in the following:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5);
- The Education (Pupil Registration) (England) Regulations 2006;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010; and
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011

We believe that there is a clear link between attendance and positive outcomes for children and young people. Our aim therefore is to encourage full attendance for all students at our academies. We do this first by:

- Creating a warm and welcoming environment
- Treating our students with kindness and respect
- Ensuring that students feel safe
- Making education enjoyable, interesting and appropriate to every child's needs.
- Encouraging, praising and rewarding success

2. Roles and Responsibilities

We believe that every member of staff can contribute to improving attendance by doing the things listed above on a daily basis. There are however, specific roles and responsibilities within the Academies that support attendance.

Senior Leadership

- Continuously monitor whole school and individual attendance
- Set and monitor attendance targets
- Implement systems of rewards and sanctions
- Report to staff and parents on issues related to attendance and punctuality
- Provide regular updates on how attendance can be improved

- Report on attendance to the IEB
- Give attendance a high profile at assemblies, Academy events and in the Academy newsletter
- Ensure registers are accurately marked and absences appropriately coded

Parent Support Advisors/Attendance Officers

The Academies employ Attendance Officers and Parent Support Advisers (PSA) to support students and families facing barriers to success such as poor attendance. Both staff will:

- Work with parents to identify reasons for their children's non-attendance
- Work with parents and others to achieve regular attendance and reduce exclusion
- Give close attention to early identification and prevention of absence habits
- Suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child's family
- Work closely with EWOs and other agencies to improve attendance
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance

Office staff

- If a pupil does not attend school, and we have not received an explanation from their parent/carer, office staff will contact the parent/guardian on the first day of absence by telephone
- Daily phone calls will be made to the parents/carer of an absent pupil by 09:30
- If pupils are unwell in the morning, parents/carers will be asked if they are able to return at school at lunchtime
- Should any pupil abscond, a phone call home will be made immediately

Parents and Carers

To support good attendance, parents and carers will:

- Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure that children are ready for school in the morning and on time
- Provide a written or verbal explanation for their child's absence from school in the morning on the first day of absence
- Not take children out of school in term time
- Notify the school as soon as problems arise with a child's attendance.
- Arrange routine dental and medical appointments outside of school time.
- Provide proof of medical appointments when asked to.

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive efficient full-time education.

Pupils

To promote good attendance pupils will:

- Attend school punctually and regularly
- Adhere to the Academy rules
- Hand in any letters of absence or requests for known absence to their class teacher (including pre-arranged medical appointments)
- Not take holidays in school time

3. Holidays in Term Time

Taking holidays in term time will affect a child's education as much as any other absence and we expect parents/carers to help us by not taking young people away in term time. The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in writing to the Head of School and only be made in exceptional circumstances. The Head of School must be satisfied that the circumstances warrant the granting of leave. Parents can be fined for taking their child on holiday during term time without consent from the Academy.

4. Exceptional Leave

Exceptional leave requests will be assessed on a case by case basis. Evidence to support the request will be required.

If your child has an attendance of below 96.4% exceptional leave requests will not be authorised, unless attending a funeral in which case a day will be authorised.

5. Concerns about Attendance

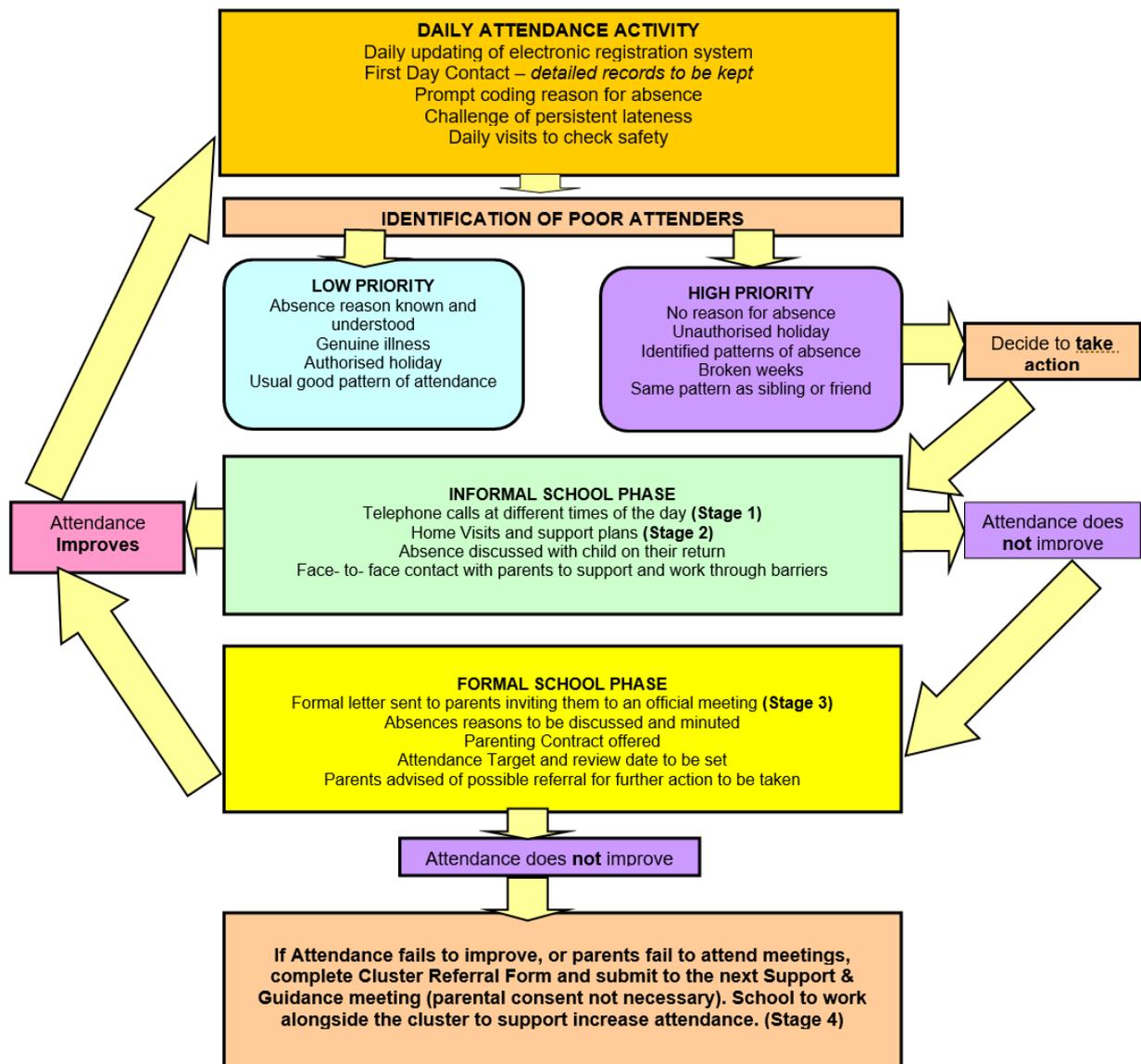
If there are concerns because a student is not attending on a regular basis, the Attendance Officer or PSA will make contact with parents and carers and conduct home visits to find ways to improve attendance

Attendance Improvement Strategy

If a student's attendance falls below an acceptable level, we have a variety of strategies to re-engage students and overcome barriers to attendance. Some examples of these are:

- First day calls
- Attendance Officer/Parental Support Advisor intervention
- Liaising with other agencies
- Home visits
- Rewards for good attendance or significant progress
- Motivational interventions

6. Procedures to Improve Attendance



7. Registration:

The Academies use Arbor as an information management system

- Registration is at 8.50am
- Registers will be closed at 9.10am.
- For morning and afternoon registration, students are registered in their class groups by their class teacher. The relevant codes are always applied.
- If teaching staff (for example supply staff) do not have access to Arbor, paper registers will be taken by the relevant teacher, and sent to reception, who will then promptly complete the electronic registers on Arbor.
- Students who arrive after registers close after 9.30am will be marked as an unauthorised absence using the U code.

8. If a child is absent

The Head of School will ensure that systems are in place on each site so that:

- If a pupil does not attend school, and we have not received an explanation from their parent/carer, the Academy will contact the parent/guardian on the first day of absence by telephone.
- All calls and communications are appropriately recorded on the Academy MIS system.
- Daily phone calls will be made to the parents/carer of an absent pupil by 09:30
- If pupils are unwell in the morning, parents/carers will be asked if they are able to return at school at lunchtime.
- If contact cannot be made by phone Attendance Officer/PSA is notified and arrangements are made for a home visit within 48 hours
- Where contact is made and school refusal is given as a reason for absence Attendance Officers/PSA's are immediately notified and arrangements are made for a home visit within 48 hours

9. Attendance Interventions

The Academy works closely with the Inner East Cluster to offer support and intervention. Support will be triggered when a family reaches stage 4, when a child has 10 unauthorised absences within 12 weeks or attendance falls below 90%.

Interventions that may be offered are:

- Fast track intervention
- Family support through attendance case work

If families refuse the support offered by the cluster, then prosecution may be sought.

10. Coding Absences

The following codes are used to record types of absence:

- B - Educated off-site
- T - Traveller absence
- 0 - Unauthorised absence
- / - Present
- N - No reason given
- H - Agreed family holiday
- G - Family holiday, not agreed
- C - Other authorised circumstances
- I - Illness
- E - Exclusion
- V - Educational trip
- Y - Enforced closure
- R - Religious observance
- # - School closed to pupils
- S - Study leave
- W - Work experience
- P - Sporting activity

It is the responsibility of the Head of School to ensure that registers are completed correctly. This responsibility may be delegated to a Senior Leader, with the monitoring and oversight from the Head of School.

When a child's attendance drops below 92% a letter will be sent to the parents to inform them that illness absence will no longer be authorised without medical evidence.

11. Children at Risk of Missing Education (CME)

All pupils at risk of CME are reported to the Local Authority in line with relevant guidance within agreed timescales.

**Appendix 1
Ebor Primary Academy
Student Attendance Improvement Plan**



**EBOR GARDENS
Primary Academy**

The purpose of the Student Attendance Improvement Plan is to identify the reason(s) for a student's low attendance, document the previous steps taken by the Academy, and agree the plans necessary to improve the student's future attendance.

Name:		Date of Plan:	
School:		Current Attendance:	
Attendance Policy Stage:		Plan number:	
Attendance Officer:		Senior Leader Responsible for Attendance:	
Outline Reasons for Absence / Barriers to Attendance:			
<ul style="list-style-type: none"> • • • • • • • 			
What will be done to support improved attendance?			
Academy	Parent/Carer	Student	
<ul style="list-style-type: none"> • • • • • • 	<ul style="list-style-type: none"> • • • • • • 	<ul style="list-style-type: none"> • • • • • • 	
Attendance Target		Review Date (No more than 4 weeks)	
Signed (Academy)		Date:	
Signed (Parent/carers)		Date:	
Signed (Student)		Date:	