



**Hanham
Woods
Academy**

Hanham Woods Academy
Attendance Policy

5th October 2020

For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

HWA ATTENDANCE POLICY

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| Policy Title | Attendance Policy |
| Function | For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for. |
| Status | Approved |
| Audience | Students, Parents/carers, Councillors, Principal, Teachers, Support Staff, Local Authority |
| Ownership / Implementation | The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented. |
| Implementation Date | 5 th October 2020 |
| Review period | Annually |
| Last Reviewed | 5 th October 2020 |

Purpose of this policy

- To improve attendance and punctuality.
- To aim to achieve DfE attendance targets.

Aims

- To make attendance and punctuality a positive priority and a responsibility of all those associated with the Academy including parents/carers, students, teachers and Academy councillors.
- To improve the overall percentage of students attending the Academy, to decrease unauthorised and persistent absence and broken weeks.
- To improve levels of punctuality to the Academy.
- To develop and implement a consistent system for gathering, monitoring, analysing and evaluating attendance data.
- To provide advice, support and guidance to parents/carers and students.
- To implement a system of rewards for good and improving attendance.
- To implement a system of sanctions including Legal Proceedings and Penalty Notices.
- To operate effective partnerships with LA/EWS and any other appropriate organisations to help monitor and improve attendance.
- To manage effectively the return of students after a period of absence.
- To manage effectively the integration of new students to the Academy.

Policy

Based on the 1996 Act stating that:

- All children of Academy age (5-16) should receive a full time education.
- Children should be in the Academy, on time, every day the Academy is officially open unless the reason for absence is unavoidable.
- Permitting absence from the Academy without a good reason is an offence by the parent/carer.
- It is the responsibility of the parent/carer to ensure that his/her child is registered at an Academy and attends regularly and punctually.
- Every half-day absence from the Academy has to be classified by the Academy (not by the parent) as either authorised or unauthorised. Information about the cause of each absence is consequently required.
- The aim is to achieve or better national average attendance for all groups of students.

Categorising Absence

Absence codes will be used to indicate the reasons for absence in line with the LA format. These will also be used to identify patterns of absence and to give consistency in analysis of attendance data.

- **Authorised and Unauthorised Absences:**

Only the Academy can authorise absence and not the parent/carer.

- **Authorised absences could include:**

Illness, medical problems, bereavement, study leave, religious observance, interviews.

- **Unauthorised absences could include:**

Shopping trips, visiting relatives, caring for family members, day trips, waiting for repairs/deliveries and holidays.

Procedures

A) PARENTS/CARERS

i) **Arrival at the Academy:**

Parents/carers should ensure their child arrives at the Academy punctually by 8.35am (i.e. 5 minutes prior to the registration period in Period 1).

ii) **Communications:**

- If a child is ill and unable to attend the Academy, the parent/carer should notify the Academy immediately by contacting the 24 hour dedicated telephone absence line (0117 440 8900 Option 1) that day. Whenever possible, the estimated length of absence should be given.
- If the child is absent for more than one day then calls to the absence line must be made every day of the absence
- A text confirming the illness will be sent by the Academy to the parent/carer.
- If a child is ill and absent for more than one day the parent must send a note explaining absence on their return and attaching any relevant medical documentation. This can be taken to either the attendance office or to student support.
- The Academy truancy call system will be activated if no notification has been received.
- If truancy call is activated, parents/carers should respond with a reason for absence.
- If a child is late to a session (AM or PM), a parent will be notified by text. This is an information only service. If parents/carers are concerned about the reporting of a late mark, a telephone call to the attendance office is appropriate to ascertain the reasons for the child's lateness.

iii) **Requesting authorisation for absence:**

- If a child has a medical appointment, authorisation for absence should be sought in advance from the tutor or attendance office
- If a child is representing a national organisation e.g. in sports, authorisation for absence should be sought from the Academy Principal or Attendance Lead.
- Family holidays should not be taken in term time. No holiday absence will be authorised.
- If a family has particular personal circumstances necessitating absence from Academy, authorisation for absence should be sought in advance via a letter to the Principal or Attendance Lead.

iv) When attendance records cause the Academy concern, a range of supportive strategies are used. However:

- If a student's attendance falls below 90% or if there are a large number of broken weeks, the Academy/Local Authority (LA) may implement Fast Track to Prosecution procedures. Details of these procedures are printed in the Parent's/Carers' Handbook.
- If a student's unauthorised absence causes concern (e.g. unauthorised holidays, truancy) then a fixed penalty notice of a minimum of £60.00 may be served by the Academy/LA.

B) STUDENTS

- Students must ensure that they arrive in the Academy on time for each session and subsequently each lesson.
- If a student is unavoidably late for the Academy (e.g. a dental appointment, particular family circumstance) he/she must report to the Attendance Administrator (before 8.50am) or Reception (after 8.50am) before attending class.
- No student (Years 7-11) is to leave the Academy premises at morning break, lunchtime or during lesson time without written permission from a member of staff.
- If a student asks to leave the Academy and prior permission has not been communicated by the parent/carer to the Academy, The Academy will contact the parent/carer to confirm this before allowing the student to leave the Academy site.

C) ACADEMY

i) Teachers/Tutors:

- Teachers of Period 1 and Tutors are responsible for ensuring a register of attendance is taken at the beginning of each session. Details of these procedures are outlined in the 'Tutor Handbook'.
- **All** registers must be completed within the first ten minutes of a session.
- Any students who arrive late to other lessons or tutor time with no clear explanation, are dealt with by the teacher/tutor through the Behaviour Policy.
- On receiving explanatory absence notes/messages from parents/carers, Tutors must pass on this information to the Attendance Administrator immediately. Registers are then updated by the Attendance Administrator.
- All tutors receive weekly updates on attendance data. Concerns about attendance are reported to the Head of House/House Pastoral Lead.

ii) Attendance Administrator:

- Checks registers for Periods 1-5.
- Follows up absence calls on the voicemail system and enter onto SIMs.
- Collects and inputs relevant data on SIMs.
- Activates Truancy Call.
- Sends out letters following truancy call as required.
- Completes all paperwork or Fast Track to prosecution procedures and Fixed Penalty Notices.

- Completes all paperwork related to Academy Attendance Meetings.
- Produces the attendance figure returns as required by the Academy and DfE.
- Liaises with the tutors, Heads of House/HPL, Academy Leaders, EWO and parents/carers as required.
- Activates texts to students who are unwell.
- May follow up absence calls with confirmation calls.
- To confirm students leaving the academy have the relevant notes and permissions from parents to do so
- To record concerns on our safeguarding system (CPOMS) and to highlight concerns to AL/DLSO

iii) Heads of House/House Pastoral Leads:

- should contact parents/carers if clarification over absence is required.
- will liaise with the Educational Welfare Officer, Academy Leader, Attendance Administrator, Tutor and parents/carers as appropriate.
- will maintain an overview of the attendance levels of the students in their Houses and monitor closely every two weeks.
- will liaise with parents/carers as necessary.
- will liaise with the EWO and Attendance Administrator every two weeks.
- will liaise with the tutors and nominated SLT member responsible for attendance, as necessary.
- Identify students for Fast-track to Prosecution and Fixed Penalty Notice procedures.
- Refer students for Fast-track to Prosecution.
- Celebrate and promote positive attendance through rewards, assemblies and the tutor programme.
- Hold 'School Attendance Meetings' to set targets for students whose attendance has fallen below 94%.
- Hold 'Attendance Panel' Meetings to review progress from School Attendance Meetings.
- Attend 'Attendance Panel Review' Meetings to provide feedback on previous interventions.

iv) SLT Member responsible for Attendance:

- Monitors, analyses and evaluates Academy attendance figures and patterns.
- Reports to the Academy Council and external agencies on attendance data.
- Maintains systems for promoting and securing good attendance.

Relationship to other Policies

- Behaviour for Learning Policy
- Child Protection and Safeguarding Policy
- Code of Conduct (Penalty Notices) South Gloucestershire
- The Anti-Bullying Policy

Monitoring, Evaluation and Review

- Attendance targets will be set annually in accordance with LA/DfE guidelines.
- Updates on attendance issues and progress towards meeting targets will be discussed at Academy Council meetings.