

Secondary Attendance Policy

APPROVING BODY	Executive Senior Leadership Team
DATE APPROVED	01/09/2021
VERSION	2.0
SUPERSEDES VERSION	1.0
REVIEW DATE	01/09/2022
REFERENCE	School attendance guidance for maintained schools.

CONTENTS

1. AIMS	1
2. AIMS AND OBJECTIVES	1
3. ATTENDANCE LEGISLATION	1
4. KEY PERSONNEL	1
5. RESPONSIBILITIES	2
6. REPORTING STUDENT ABSENCE	3
7. FIRST DAY CALL	3
8. HOLIDAYS	3
9. THE 15 DAY RULE	4
10. PUNCTUALITY	4
11. ONGOING MONITORING	4
12. ELECTRONIC REGISTRATION	4
13. PERSISTENT ABSENCE	5
14. TRUANCY	5
15. SIGNING IN AND OUT	5
16. REWARD STRATEGIES	6

1. AIMS

The Redhill Academy Trust recognises the crucial link between achievement and attendance. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance. This policy is to encourage students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success. Our primary aim is that all students have 100% attendance.

2. AIMS AND OBJECTIVES

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the Academy through rewarding and target setting.
- To monitor and evaluate the processes on a regular basis.
- To give clear information on expected levels of attendance.

3. ATTENDANCE LEGISLATION

Under Section 7 of the Education Act 1996, the parent is 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 aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.

Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in school year that they reach sixteen.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from Academy and the absence is unauthorised.

4. KEY PERSONNEL

Academy Name: The Redhill Academy

Headteacher: Mr Mike Hardy. The Headteacher is the only person who can authorise leave in 'exceptional circumstances'

SLT Attendance Link: Mrs J Giles

Attendance Officer: Miss B Marsden

POLICY: Secondary Attendance Policy

VERSION: 2.0

DATE: September 2021

5. RESPONSIBILITIES

The Academy is required to take an attendance register twice a day, at the start of the morning session and once during the afternoon session. The register must show whether any absence is authorised or unauthorised. It is the academy and not the parent who authorises absences. All our academies adopt the behaviour/attendance policy which outlines effective systems for encouraging regular attendance, investigating underlying causes of poor attendance and the referral pathway when attendance concerns remain.

This Policy is determined by the Executive Leadership Team of the Trust and reviewed by the Governing Body. A Request for Service is made to the Local Authority when the Academy interventions have not resolved the attendance concerns.

Requests for external support (service)

The trigger for a request for external support will correlate to the service criteria in force at the time. There are two triggers for request for service

- 10% unauthorised absence over a rolling 10 school week period.
- Penalty Notices for unagreed leave of absence with 5 continuous school days of unauthorised absence sessions.
- If there are other unauthorised absences besides the dates of the unagreed leave then these dates will be considered and the appropriate course of action initiated.

The Academy will ensure that:

- Students are registered accurately and efficiently.
- Attendance targets are set for individual students, tutor groups and houses.
- Attendance and punctuality data is regularly monitored and appropriate interventions put into place.

All staff have a major role to play in encouraging students to be punctual and to attend school each day. All staff promote high standards of attendance in all year groups by being a good role model, setting an example to students and rewarding good attendance and punctuality in line with the school reward system. Parents receive regular communications regarding their child's attendance and at parents' evenings

Students are expected to:

- Attend school regularly and be punctual.
- Inform staff if there is a problem that may lead to absences.

Parents will:

- Ensure their child has good attendance (96% and above).
- Inform the school on each day of absence and giving specific reasons.
- Work with the school to address attendance concerns.

We judge attendance levels using the following criteria.

100%	Outstanding The aim should be for individual students to have 100% attendance
98.01% to 99.9%	Excellent (With no unauthorised absence)
96.01% to 98%	Concerns or requires improvement (acknowledge where attendance is improving)
90% and under	Persistent absentee (acknowledge where attendance is close to 90% and improving)

6. REPORTING STUDENT ABSENCE

All parents should report their child absent on the first day and all subsequent days by telephoning the academy, no later than 9:30, on: 0115926 1481 or by emailing: attendance@theredhillacademy.org.uk.

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided.

Absences in excess of 3 days, where no contact has been received from parents will generate a communication from the school with potentially a follow up home visit.

All school trips and work-based learning activities need to be recorded on the school management information system. If students do not attend planned events for any reason, then the teacher responsible for the event needs to notify the Attendance Office as soon as possible.

7. FIRST DAY CALL

All academies operate a “first day call” system. This will mean that all parents can expect to be contacted on the first day of any absence if the school has not been previously informed, via telephone, text message or email. If contact cannot be made during this day a letter will be sent home. A satisfactory reply to the letter will authorise this absence; otherwise it will remain as unauthorised.

Where contact has been attempted but no reply is received and absence continues, further action will be taken, including:

- Informing the Head of House.
- A home visit for students who are not Persistent Absentees.
- Following of the “15 day” protocol.

8. HOLIDAYS

The academy does not authorise holidays. In exceptional circumstances, a request for holiday can be submitted to the Head Teacher who will decide if there are any mitigating circumstances.

9. THE 15 DAY RULE

Students who have failed to attend school for 15 days will have been subject to the following agreed protocol:

1. Attendance Officer will inform the tutor and Head of House at start of the process.
2. Attendance Officer will liaise with external agencies, (where appropriate) with student details, nature of the problem and evidence of school contact.
3. The Attendance Officer will attempt to contact the student, making a home visit where necessary.
4. If a child has a continued period of unexplained absence the academy will complete a home visit within 10 days for all students. If the matter remains unresolved at this point the academy will always refer the case to the local authority children missing education team within 15 days from the first day of absence. This referral may be done earlier if safeguarding concerns are identified.
5. For a student who is subject to a child protection plan the academy will notify children's social care if there is an unexplained absence of after 3 days of absence and will undertake a home visit on the third day.
6. Students will be reported as "child missing from education" and further welfare services will become involved as required on a case-by-case basis.

10. PUNCTUALITY

A late gate is operated every day and students will receive an attendance detention if late to school without a justifiable reason. This is at the school's discretion. Persistent punctuality issues will result in Head of House intervention.

In Year 11 attendance punctuality figures will be quoted when we are asked to give a reference for our Sixth Form, college placements, apprenticeship and training providers as well as part time and full-time employment.

The school bell will sound at **08:40** and all students are expected to move to their first lesson. A second bell will ring for the start of the lesson at **08:45**. Students arriving after the second morning bell will receive a late mark.

Students arriving after the close of registers will be marked as absent for that session.

11. ONGOING MONITORING

- Monitoring students with Pastoral staff.
- Using data to monitor free school meals, looked after, Persistent Absence group etc.
- Weekly meetings take place involving SLT lead on attendance, Attendance Manager/Officer, Heads of Houses/colleges.
- Throughout this process accurate records need to be kept.
- Daily logs of "First Day" calling.
- Ongoing spreadsheets by Houses of letters sent, any replies.

12. ELECTRONIC REGISTRATION

All staff will use electronic registration for their tutor group and their subject classes. Where this is not possible, the member of staff affected must inform the Attendance Officer immediately and take a paper register of the group – this can be obtained from the Attendance Officer or Student Reception in an emergency.

The Attendance Officer will run a missing register sheet for statutory morning and afternoon register and chase up paper emergency register. Any missing or late registers will be passed to the Attendance team if necessary.

13. PERSISTENT ABSENCE

When a student is identified as a potential persistent absentee the Attendance Office/Manager will follow the following procedure:

1. When a student is identified as having 90– 95% attendance, an initial contact letter will be made by the Attendance Manager/Officer with the parent and a conversation with the student will take place. Targets will be set to improve attendance.
2. A students' attendance will be monitored closely, but if no improvements are made and a student's attendance continues to drop then other forms of action will be taken.

In cases of persistent absence (deemed as that below 90%) the following procedure will be followed:

1. When a student is identified as having 90-95% attendance, Potential Persistent Absentee, a letter will be sent out to the parent by the Attendance Manager/Officer. This is to highlight the situation. Heads of House may decide at this point to become involved, and parents will be invited into school.
2. If a student's attendance rate does not improve and a student is identified as having less than 90% attendance, Persistent Absence (PA), a second contact letter will be made by the Attendance Manager/Officer with the parent. This will ascertain the nature of any issues of which we ought to be aware. If no improvement EWS involvement will commence, along with continued parental support.

Where students are meeting or exceeding their target we will make every effort to recognise and reward improvements in attendance.

14. TRUANCY

Truancy from school is dealt with as a high priority and must be dealt with immediately. Parents will be invited by the Head of House/Attendance Officer to school to discuss the matter, arrangements for monitoring future attendance established and detentions organised for making up lost time.

Any recurrent problems with truancy from school will be referred to the Attendance Officer for further actions.

15. SIGNING IN AND OUT

Students with appointments must show an appointment card or note from home to their tutor. The tutor then signs the planner to say when the student ought to be leaving school. This is then shown to the class teacher. On leaving the lesson, the student **must go to Student Reception** where they will sign out in the signing-out book. Marks will be entered for the student for the remainder of the session where appropriate. Students sent home with illness must also go via the Student Reception to sign out.

Students who arrive late to school for any reason will sign in at Student Reception. Their register mark will be entered onto SIMS, along with the number of minutes late and, where appropriate, the reason for lateness.

16. REWARD STRATEGIES

There are a number of rewards put in place to positively encourage outstanding attendance. These may include but are not limited to:

- Inter-tutor and inter-house competitions with non-school uniform day reward.
- Students receive house points for good and outstanding attendance. This contributes to further personal and house rewards via the vertical tutoring structure.
- Termly 100% positive attendance certificates sent home and celebrated in house assemblies.
- Tutor attendance ladders as part of tutor activities.
- Yearly reward trip for top 100% attendees.
- Short term rewards.
- Praise phone call.
- Praise letter for improved attendance.