



Co-op Academy  
Failsworth

*Achieving excellence together*

# **PUPIL ATTENDANCE POLICY**

## **Rationale**

Good attendance greatly enhances, if not guarantees good attainment. The school is committed to maximising the attendance of all students. This Policy outlines our strategies to meet that aim.

## **Points to note**

1. Only the Head teacher (or their delegated representative) can authorise absence.
2. School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws.
3. The school registers pupils at each lesson in the day, with Family Time and Period 5 fulfilling the legal requirement.
4. The school uses First Day Absence calling, including texts, to react as promptly as possible to absence, and so mitigate against continued absence. It is believed that early intervention is always the best policy for successful intervention.
5. The school will work in close liaison with the Education Adviser to raise and improve attendance.
6. The academy makes use of an extensive range of strategies to promote good attendance. These begin with a suitable and personalised curriculum which supports pupil development and achievement and move to rewards for good attendance, early and close contact with parents, to prosecution. These strategies are under regular review and evaluation for impact.
7. Family tutors are involved in attendance monitoring at the first level. Pastoral Mentors, Pastoral Leaders monitor on-going attendance, the Attendance Manager, Family Liaison Officer and Attendance Officer take the lead in action regarding non-attendance, including referral to the school's Education Adviser.
8. Each term, the Year teams will celebrate good attendance.
9. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect national targets.
10. The Policy is to be reviewed as appropriate, and is the overall responsibility of the Head teacher (who may delegate that responsibility).

## **Conclusion**

The academy will take every opportunity to remind students and their families of the need for good attendance. We remain committed to Government drives to improve attendance.

## Attendance Policy Guidance notes and Appendices

### Academy Procedures

Any child who is absent from the academy at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of the academy]. Only the Headteacher or a designated Senior member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### Daily Routine

Morning registration will take place at the start of school at 8.35am. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence, U code. Repetition of this code can lead to prosecution.

Pupils arriving after 8.35am to the academy but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

The afternoon registration will be at 1.50pm which is in lesson 5 (1.10 p.m. on Thursday) and 1.30 p.m. on Friday. The registers will close at 1.55pm and pupils arriving after this time will be marked as L.

### First Day Absence

If a child is absent from school, for whatever reason, it is the responsibility of the parent/carer to inform the school by 9.15am on the first day of absence by telephoning 0161 688 3900 or by sending a text / email via the academy APP. On a child's return to school he/she should bring a note to confirm the reason for the absence. This must be shown to and signed by the family tutor and forwarded to the attendance office.

If a parent/carer does not contact the academy with a reason for absence a phone call will be made by the pastoral team, if unable to contact parent / carer, a text message will be sent to the contact number school have on file via RsConnected. This call will continue until the parent/carer contacts the academy to provides a reason for their child's absence.

If the academy is satisfied with the reason provided for the pupil's absence it will be recorded in the register as an authorised absence. If no reason is provided for the absence or the academy is not satisfied with the reason given it will be recorded in the register as unauthorised absence. The academy can do a home visit on the first day of absence. Parents can not authorise a child's absence from school, it is the Academy's decision to authorise/un-authorise absences.

### Second Day Absence

The Attendance Officer will contact parents via text or phone call to chase the reason for absence. Parents who fail to make contact with the academy will receive a home visit.

### Medical evidence

If a child is to be off for 3 days or more we will require a medical evidence, this can be a note from the G.P or a copy of the prescription issued for medication prescribed at the appointment. The evidence must clearly state the name of the child and the date of the appointment. Where attendance levels are a concern, medical evidence will be required for all absences.

### On-going Absences

If a child continues to be absent from the academy and there has been no contact from parents/carers a letter will be sent home, or hand delivered, requesting that the parents/carers contact the academy. If no response is received parents / carers will be invited into the academy for a meeting. This may also be referred to the School Attendance Service for further action.

## **Persistent Absence (Defined in legislation as 10% or more absences)**

Pupils are categorised as being a 'Persistent Absence' pupil if they accumulate a specified number of absences (or greater) within each half term period. See below:

- Term 1 More than 14 half day sessions
- Term 2 More than 25 half day sessions
- Term 3 More than 38 half day sessions

These figures have previously been advised by LA, the academy will continue to take advice from the LA.

For children whose attendance falls into the 'persistent absence' category, parents/carers will be contacted by the relevant Pastoral Leader/Assistant Head teacher – Education Advisor and/or they will be invited in the academy to attend an 'Attendance Panel' Meeting. The Attendance Panel will discuss with the parent/carer the concerns and the issues that have affected the pupil's attendance. An action plan will be compiled and targets will be agreed and reviewed until that child is no longer in the persistent absence category.

If the parent fails to attend the meeting or there is no significant improvement in attendance the issues will be brought to the attention of the School's Senior Leadership Group, Attendance Manager and/or Governing Body. This may result in a meeting being arranged with a senior member of staff, an Academy Governor and the Academy's Attendance Advisor. This meeting would focus on solutions to the problem with a particular focus on the links between attainment and attendance. A Personal Attendance Plan may be arranged by the Attendance Manager to help establish regular attendance which will consequently promote achievement. Prosecution is a likely outcome for the parents of these students.

## **Onward referral to support services**

### **Frequent Absence**

It is the responsibility of the parent/carer to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the academy will try to resolve the problem with the parent(s) or carers. The attendance team and/or family liaison officer will work with families to resolve any issues the child/family may be having which is preventing the child from attending regularly at the academy. If this is unsuccessful the academy may refer to the school health adviser/school nurse etc, if the problem appears to be a medical one. In other cases the academy will seek advice from the academy's attendance adviser.

## **Legal Sanctions**

### **Penalty Notices**

Penalty notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time when the holiday has not been authorised by the school.
- A pupil has accumulated at least 10 sessions of unauthorised absence (including unauthorised lates) and further unauthorised absence had occurred following a penalty notice warning to improve attendance.

Each such Penalty Notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. The fine is issued to each parent. Failure to pay a penalty notice may result in prosecution. Section 444 of the 1996 Education Act.

## **Prosecution**

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates Court may be taken. The school will provide the Local Authority with the evidence needed for a prosecution under Section 444 of the 1996 Education Act, and will appear as a witness for the Prosecution if required to do so.

## **A Welcome Back**

The school recognises that it is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is asked to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Absence notes**

Notes from parents/carers explaining absence will be kept by the Attendance Team for the remainder of the academic year then archived as per legislation. If there are attendance concerns about the pupil, that may require further investigation, the notes may need to be retained for a longer period. This information should be shown to the Family Tutor on the first day back into the academy and then forwarded to the Attendance Office.

## **Promoting attendance**

The academy will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The Prospectus, Newsletter from the Headteacher, Parents Evenings, New Intake Evening, Progress Charts, Academy Website, parental meetings, phone calls and the Home/School Agreement can be used to promote attendance in this way.

## **Holidays in term time**

The academy cannot authorise holidays in term time. Exceptional circumstances may be considered, however a penalty notice could occur regarding this.

## **Attendance Awards**

The academy runs a number of reward schemes to encourage good attendance, these include trips, early lunches, lunchtime passes to the MUGA and the Theatre, vouchers, sweets, chocolates, Easter eggs, selection boxes, entry into prize draws for larger prizes such as Hampers, camera's, Kindles.

## **Monitoring Attendance**

This is the remit of the Attendance Manager, Family Liaison Officer, Attendance Officer and the Year team. The school has set up a clear procedure regarding the monitoring of attendance which then allows actions to be taken. Family tutors are the first step in monitoring and tackling attendance, and will weekly/daily monitor a pupil's attendance certificate. Where attendance becomes a concern, Pastoral Leaders will be involved in the monitoring, referring to the Attendance Manager, Family Liaison Officer and Attendance Officer for further action/additional support. The Attendance Tracker, showing weekly/annual comparison of whole school, year group, boy /girl, pupil premium and SEN attendance data is produced weekly by the Data Manager and presented to the Senior Leadership Group and Attendance Manager.

## **The registration system**

The academy will use SIMS/lesson monitor package to maintain the school attendance records.

Registers by law must be kept for at least 3 years.

## **Monitoring of the Policy**

This Policy is within the remit of the Senior Leadership Group. This Policy will be reviewed annually, and set before Governors for their continued acceptance by the Head Teacher.

## Promoting Attendance

### Staff roles and responsibilities

#### **The Governors will:**

- Monitor attendance termly and review all strategies being used.

#### **Assistant Headteacher will:**

- Write and update the school policy for attendance
- Be available to support and guide the Attendance Manager, Family Liaison Officer, Attendance Officer and Pastoral Leaders in relation to attendance matters
- Organise Personal Attendance Contracts alongside Attendance Manager and Attendance Officer
- Co-ordinate multi-agency meetings each half-term to discuss early intervention strategies for the most vulnerable pupils, such as health panels, Governors and Attendance Panels
- Write, lead and update action plans to improve attendance
- Ensure that stakeholders are aware of their role in ensuring good attendance
- Present information to the Governors as and when required, but at least termly
- Monitor overall attendance and punctuality, reporting weekly to SLG
- Monitor Persistent Absence (PA) data
- Monitor the link between attainment and attendance, and discuss actions through weekly Inclusion meetings

#### **Pastoral Leaders / Pastoral Mentors and the Attendance Team will:**

- Have an overview of attendance for the Year Groups
- Compile data and attend half-termly multi agency meetings in relation to the most vulnerable pupils
- Consult with family tutors to raise levels of attendance
- Co-ordinate support strategies for pupils returning to the academy after periods of absence
- Put action plans in place to improve attendance and measure the impact of them
- Implement intervention strategies for missed work
- Organise rewards in assemblies
- Organise and lead Attendance Panels every term for attendance below 93% or pupils with Persistent Absence/fall into persistent absence attendance category
- Analyse data on pupils with persistent absence each half-term
- Challenge absence codes when necessary
- Set year group and individual family targets for attendance
- Compare attendance figures to previous years
- Ensure Parents meetings, partnership Evenings have an attendance focus

#### **Family Tutors will:**

- Register their forms in the morning between 8.35 and 8.50am on Lesson Monitor (on-line registration)
- Complete the Attendance Progress Tracker with the Family Group on designated day each week.
- Collect absence notes during form time and forward to the attendance team, discuss issues affecting attendance, and adjust the weekly attendance certificate accordingly
- Monitor pupils' attendance and discuss reasons for absence with pupils.
- Alert Pastoral Leader or the Attendance team about occasions of unauthorised absence and any concerns re: attendance/registers

#### **All Teaching Staff will:**

- Promote good attendance by providing meaningful and challenging learning experiences
- Keep accurate attendance records for each teaching group
- Follow up non-attendance to lessons with pupils and with parents/carers as appropriate following consultation with Pastoral Leader or Attendance Team

- Provide appropriate work to support re-integration following a period of absence
- Supervise pupils at lesson changeovers to encourage prompt arrival at lessons

**Attendance Administrative Staff will:**

- Organise the daily administration of RsConnected and related communication with parents/carers
- Oversee the administration of the Late records and permission slips for leaving school during the school day
- Organise the daily sending of text messages to parent/carers re absence, lates etc
- Produce and post unauthorised absence letters weekly
- Produce and post percentage attendance letters termly
- Print out weekly attendance certificates for Pastoral Leaders, Family Tutors as requested
- Print attendance certificates to match Progress Charts as required
- Amend pupil attendance and data in SIMS from information given by parents/carers, Pastoral Leaders and Senior Leadership Group

## Routines for monitoring and analysing attendance

1. WEEKLY ATTENDANCE ROUTINES

DAY	PROCEDURE	BY WHOM	DEADLINE
Monday	Previous weeks attendance and cumulative attendance given to FT's every Monday to update Attendance Progress Trackers.	Year Teams Pastoral Leaders	Designated day
Tuesday	Communication with LA to review progress of caseload of attendance concerns	Attendance Manager & Attendance Officer	Ongoing
Wednesday	Meeting AHT / Attendance Manager / Family Liaison Officer / Attendance Officer	AHT Attendance Manager Family Liaison Officer / Attendance Officer	Ongoing
Various	Pastoral Leaders to promote attendance/ punctuality in assemblies, using data provided	Pastoral Leaders / AHT	Ongoing
Friday	Weekly attendance % Cumulative attendance % Last Year's Cumulative attendance %	Attendance Manager to Headteacher / AHT - Inclusion	Friday 3.00pm
Friday	Meeting AHT/Attendance Manager/Family Liaison Office/ Pastoral Leaders Attendance agenda item (1)	Attendance Manager Family Liaison Officer / Attendance Officer Pastoral Leaders	Friday 11.00am
Friday (SLG) Monthly	Progress update on attendance	AHT Inclusion Attendance Officer – Run report	Thursday 4.00pm
Friday	Weekly / cumulative attendance percentage reports to be produced for Pastoral Leaders to distribute to FT's	Attendance Manager	Friday 3.00pm
Friday	Part Time & External Provision Report to be sent to Paula Green at the Local Authority.	Attendance Manager	Friday 3.00pm
Friday	10+ days absence Report to be sent to Anne Clark at the Education Attendance Service	Attendance Manager	Friday 3.00pm
Weekly	Monitoring of Target Groups by House Teams	Attendance Manager / Family Liaison Officer / Attendance Officer / Pastoral Leaders Senior Leadership Group	Ongoing
Daily	Home visits Mentoring	Family Liaison Officer Attendance Manager/ Attendance Officer	Ongoing
Half termly	Attendance Blitz weeks. Personal attendance plans	Pastoral Leaders Senior Links Attendance Team	Ongoing
Weekly	Celebrate Year successes in terms of attendance/punctuality in assembly/Weekly Power Points / Friday Period 4 Early Lunch Reward.	Pastoral Leaders	Ongoing

## **2. ATTENDANCE HALF TERMLY ROUTINES**

### **Rewards/Sanctions/Targets**

<b>TIME</b>	<b>PROCEDURE</b>	<b>BY WHOM</b>	<b>DEADLINE</b>
Half-termly	Assemblies as part of achievement celebration–Attendance Certificates	Pastoral Leaders	Start of next half term
Ultimate week of half term	Production and completion of Attendance Certificates	Attendance Team	First day of new half term
End of each half term	An update on attendance/ punctuality concerns/actions	Attendance Manager / Attendance Officer & Attendance Admin	By the end of the first week
Fortnightly	Overview meeting Attendance/Punctuality	AHT - Inclusion Attendance Manager	Ongoing
Meeting of Governors Attendance panel	A formal meeting with parents and students with attendance/ punctuality concerns	Governor / AHT, Attendance Manager or Attendance Officer, Pastoral Leaders	End of each half term
Termly	Analysis of Attendance Certificates	Pastoral Leaders / Attendance Manager	1 <sup>st</sup> week of new term.
Termly Overview	Target Groups of Attendance 100% < 95% - Pastoral Leaders < 92% - Attendance Officer < 90% PP - Attendance Manager < 90%PP - Family Liaison Officer	AHT – Inclusion, Attendance Manager, Family Liaison Officer, Pastoral Leaders, Attendance Officer	Last week of each term.

## **3. ATTENDANCE ANNUAL ROUTINES**

<b>TIME</b>	<b>PROCEDURE</b>	<b>BY WHOM</b>	<b>DEADLINE</b>
May	Review of attendance / punctuality and set targets for next academic year	Senior Leadership Group	March
May	Update all school literature as necessary	AHT - Inclusion	July
June	DCFS absence return	AHT - Inclusion / Data Manager	May
Summer Term	Achievement Assemblies Years 7/8/9/10 to reward 100% attendance / punctuality	Senior Leadership Group / Pastoral Leaders	July
Various	Display of attendance / weekly punctuality figures, school targets etc.	Attendance Manger / Attendance Officer Pastoral Leaders	Ongoing
Summer Term	Year 11 Achievement Day Rewards for 100% attendance / punctuality	Senior Leadership Group / Pastoral Leaders	Ongoing
October	Annual review with Attendance Adviser	AHT - Inclusion/ EAS	October
Autumn Term	Presentation Evening Rewards for 100% attendance over five years	Senior Leadership Group	October