

Shireland Collegiate Academy Trust Guidelines

Attendance Guidelines

Committee and Date Approved	N/A
Category	Guidelines
Next Review Date	When changes are required
Availability	Trust Website
Officer Responsible	Principal

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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Introduction

- Shireland Collegiate Academy Trust recognises the high correlation between achievement and attendance. Therefore, in order to achieve high levels of attendance, there is a clearly defined process communicated to all stakeholders.
- Academy attendance is subject to various Education Laws and this Trust Attendance Policy is written to reflect this legislation and the guidance produced by The Department for Education.
- We are keen that everyone aims for 100% attendance at the Academy.
- We would hope that parents and carers will help by:
 - a) not letting their child take time off from the Academy for minor ailments;
 - b) arranging appointments and outings after hours, or as late as possible in the afternoon, at weekends or during school holidays;
 - c) not taking holidays during term time.
- The importance of good attendance is an integral part of our Home-Academy Agreement.
- If we have a concern regarding a student's attendance, we will notify parents and carers by telephone or letter.
- There are clear procedures for the reporting of absence (see below) and Attendance policy is available as a paper copy on request from Miss K Martin, Senior Admin Assistant.
- The taking of holidays during term time is strongly discouraged.
- The School's Management Information System (SIMS) will be used to monitor attendance at registration and lessons.
- Attendance figures are reported annually to the DFE and the Shireland Collegiate Academy Trust where appropriate targets are set for the following year.
- Attendance figures are monitored on a regular basis by the Senior Leadership Team, Heads of Year and Form Tutors.
- We will work co-operatively with external agencies to deal with problems of irregular attendance.
- We will keep accurate records of all exclusions and, in accordance with statutory guidance, report them to the Governing Body and the Local Authority.
- We will take appropriate action to reduce the need to exclude students from our Academy.
- We continue to monitor the attendance of 'Looked after Children', Pupil Premium students, vulnerable students and those students with an Education and Health Care Plan or SEN status.

2. Academy Attendance

- Procedures: -
 - a) The Vice Principal with responsibility for whole academy attendance will monitor attendance alongside the Attendance Officers.
 - b) The Head of Year will meet with the Vice Principal to discuss any student who has been identified as a concern due to a poor attendance record.
 - c) Prolonged absence without medical support will be referred to the *Attendance and Prosecution Service*.
 - d) The Head of Year and Attendance Officers will investigate all cases where a student's attendance falls below 95% in any one half-term (this information is available from SIMS). Parents/carers will be aware of this through regular contact by Attendance Officers. A formal letter may also be sent at this time by the Attendance Team.
 - e) The attendance of any student classed as a Persistent Absentee (attendance below 90%) is monitored every half term and strategies implemented to try and support the student to improve their attendance.
 - f) All leave of absence requests must be made directly to the Principal and/or a designated representative and such requests will be logged with the Attendance Office and a copy of the acknowledgement letter so that the appropriate entry can be made to the register.
 - g) All leave of absence requests will be dealt with in accordance with Department for Education guidance, i.e. it is at the discretion of the Principal and only for **'exceptional circumstances'**. The Principal reserves the right to decline any leave of absence requests during term time.
 - h) Teachers must mark the register accurately at the start of registration and all lessons throughout the day.
 - i) All staff promote high standards of punctuality and attendance in all year groups by being a good role model.
 - j) **Parents** are informed of any truancy by Behaviour Management Services (BMS) staff. Appropriate sanctions will be implemented by the BMS and communicated to parents.
 - k) The Attendance Team will monitor students whose attendance is below 95%. Letters will be sent to **parents** and subsequent meetings held with either the Attendance Team, Head of Year, a member of the Senior Leadership Team and/or the Principal depending on the severity of attendance levels.

Student Absence Reporting Procedures (Sickness)

- Any student who is absent from the Academy at the morning or afternoon registration must have their absence recorded as being authorised, unauthorised, unexplained, or as an approved educational activity.
- Only the Principal, Vice Principal with responsibility for whole academy attendance or Attendance Officer can authorise absence.
- Parent/carer should call the Academy Attendance office to report an absence

at the beginning of the day. Tel No: 01215588086 press 2 or 01215658819 to report an absence.

- If no contact is received from the parent/carer of the absent student, a phone call will be made by the Attendance Officer.

Lateness

- Morning registration will take place at 8.45am
- The morning registration will close at 10.30am
- Any student arriving after this time will be marked late and subject to detention sanctions unless there is an acceptable explanation which can be verified, e.g. transport problems.
- In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Evidence of the appointment must be provided. We strongly encourage such appointments to be made outside of Academy hours where possible.
- Where persistent lateness gives cause for concern, a meeting with the Form Tutor will be arranged.
- Afternoon registration will take place at 2.00pm (Period 5).

First Day Absence

- If a student is absent, parents/carers should notify the Academy stating the reason for the absence. Where possible, this should be before 9.30am.
- If no contact is made by parents/carers explaining the absence on the first day, the Academy will telephone to secure an explanation.
- If attendance falls below 95% over the course of a term, a letter will be sent home by the Attendance Team.
- If attendance rates fail to improve, a meeting will be held between the parent/carer, Head of Year and member of the Senior Leadership Team.

Persistent Absence

- A child who is persistently absent is at risk of failing to achieve their full potential within the Academy environment.

A student whose attendance is 90% throughout five years at Shireland Collegiate Academy will miss the equivalent of **half a school year**.

The equivalent loss for other percentage attendances is as follows:

Percentage Attendance during one school year	Number of days absent	Number of weeks missed	Number of lessons missed
95%	9 Days	2 Weeks	54 Lessons
90%	19 Days	4 Weeks	114 Lessons
85%	29 Days	6 Weeks	174 Lessons
80%	38 Days	8 Weeks	228 Lessons
75%	48 Days	10 Weeks	288 Lessons
70%	57 Days	11.5 Weeks	342 Lessons

- Any student who is absent without an explanation for 3 days will be discussed with the Form Tutor and Head of Year. The Academy will record details of the action that they have taken.

Frequent Absence

- It is the responsibility of the Attendance Office to be aware of and bring attention to any emerging attendance concerns.
- In cases where a student begins to develop a pattern of absences, the Academy will try to resolve the problem with the parent/carer.

A Welcome Back

- It is important that on return from an absence all students are made to feel welcome.
- This should include ensuring that he/she is helped to catch up on missed work and brought up to date on any information that has been passed to the other students.

Leave of Absence During Term Time

- Term time extended leave is not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- The Academy will only consider granting leave of absence in **exceptional circumstances** that are not related to holidays.
- Parents/carers must write directly to the Principal for permission to take their child out of school during term time (at least **6 weeks** before absence), by

- completing the Leave of Absence form available from the Attendance Office
- The 6-week time period is necessary in order for the Academy to give due consideration to the request.
 - If the request is denied, the Academy will inform the parent/carer of the reason by letter.
 - If the parents/carers choose to continue with the planned holiday absence, it will be taken as an unauthorised absence and could result in a penalty notice.
 - In the rare circumstances when the Principal is satisfied that there are genuine reasons for an absence, he will determine the number of days a child can be away from the Academy.

Penalty Notices

- Section 23 of the Anti-Social Behaviour Act (2003) empowers designated Local Authority Officers and the Police to issue penalty notices in cases of unauthorised absences from the Academy.
- A penalty notice could be issued in the following circumstances:
If a minimum of 5 school days of unauthorised absence are taken during the current term for:
 - Overt truancy
 - Parentally condoned absences
 - Holidays taken in term time
 - Persistent late arrival at the academy