



# **Attendance Policy and Procedures**

## **CHARTER ACADEMY'S VISION**

Aspiration for All, Achievement for All, Active Participation for All.

We mean this, we follow it and we refer to it every day because we believe in it. Every student should aspire to achieve excellence, both in academic endeavours and beyond into all aspects of academy life. Every student can achieve. Every lesson counts. We strongly believe in providing a first class education from year 7 until year 13 to enable all of our students to progress onto university or the career of their choice. We make no excuses and we expect none, from students or staff. We expect everyone to actively participate in our school community.

Our vision is that all our students achieve their full potential. We are committed to delivering an outstanding education within an outstanding environment where each child is able to achieve the highest possible academic outcomes. We want our students to progress to university, or a career of their choice and to lead happy, purposeful lives, so we have clear and simple expectations of all our students. All students must:

- Attend school every day and on time. We expect 100% attendance and punctuality
- Be fully equipped for lessons every day and arrive with the right attitude for learning
- Display excellent behaviour and determination to achieve their best
- Respect and value other people, irrespective of difference
- Show respect for the learning of others
- Work collaboratively with other students
- Listen and talk to resolve conflict

We are a Church of England school and as such promote Christian values. We do, however, welcome students of all faiths and of none. We value our students regardless of faith.

Every day, students are engaged in enjoyable, worthwhile and meaningful activities at all times. We know we are doing our job if our students have a sense of pride in themselves and in their Academy.

## **AIMS OF WHOLE ACADEMY ATTENDANCE POLICY**



- To reflect the values expressed in our mission statement
- To make clear the expectations with regard to attendance, punctuality and absence
- To set the framework for rewarding good attendance and punctuality
- To make explicit the procedures to be followed and sanctions applied should attendance and punctuality fall below the expected standards

## **THE OBJECTIVES OF THE WHOLE ACADEMY ATTENDANCE POLICY**

- To ensure that pupils maintain good levels of attendance so that they make outstanding progress
- To ensure that all members of the school community regularly attend in order that the central purpose of learning is not disrupted or interrupted
- To encourage a positive approach to attendance and punctuality by having a clear system of regular rewards
- To ensure that the environment, curriculum, and other factors within the Academy's control are monitored to ensure the promotion of good attendance
- To ensure that where attendance and punctuality fall short of accepted standards, procedures are followed and sanctions are applied fairly and consistently

As a community it is essential that we recognise that this policy must apply to the attendance and punctuality of all its members and to all adults (teachers and all other adults) as well as to our pupils. Only by example can we teach and demand good standards of attendance and punctuality from those whose education is entrusted to us. We also recognise that the success of the policy depends on the full support of parents and ask that they encourage their children to maintain excellent standards of attendance and punctuality.

## ATTENDANCE POLICY AND PROCEDURES

Regular attendance is crucial in securing every student's educational development and ability to achieve their full potential. Irregular attendance leads to educational disadvantage and also places children at risk. Charter Academy hopes that parents and staff work in partnership to ensure the good attendance of its pupils. Every pupil is set a target of 95% attendance. Absence of 10% is considered very unsatisfactory and is the equivalent of a day off every two weeks.

It is the parents' responsibility in law to ensure their children attend, and stay at school. It is the school's responsibility to support parents in this matter and to take seriously problems which may lead to non-attendance. In the case of the school, the responsibility will be held principally by the Assistant Vice Principal (attendance), Attendance Officer, Year Learning Managers and all the Form Tutors. Whilst am and pm roll calls will be taken by subject teachers during lessons, the morning registers remain the responsibility of Form Tutors and Attendance Officer. Therefore, all unauthorised absence will be monitored by both.

All registers will be taken electronically on Bromcom. **Every period will have a register taken.** Only then will we be able to keep a track of any possible truancy.

The following points and procedures clarify the precise responsibilities of each:

**1.** Parents are asked to limit their children's absences to cases of real illness and not to book holidays in school time.

No child will be permitted to take a holiday during term time. However, it is acknowledged that there may be special circumstances where a parent feels that their child needs to be taken out of school. In these circumstances, parents should write to the academy principal, requesting absence, clearly stating the reasons for the proposed absence. The principal will then consider the circumstance and write in response. Where the decision is taken to refuse permission, the absence will remain unauthorised should the parent ignore this. In addition, the Academy will also refer the matter to the local authority which could result in a fine being issued or further legal prosecution. The Academy policy is in line with Portsmouth Council's guidelines and will begin from the first day of unauthorised of absence.

**2.** Appointments for doctors, dentists, opticians etc., should be made out of school hours, wherever possible.

**3.** Pupils who arrive after the gate closes at 8.50 will have to sign in late and a 15 minute late detention will be issued. Pupils who arrive between 9.01 – 9.15 will be issued a 30 minute detention. Failure to attend means they are issued a double sanction the next day.



Pupils who arrive after 9.15 without good reason are set a 60 minute detention.

**4.** Students who arrive after 10.00 will receive an unauthorised am mark.

**5.** On the first day of absence parents are expected to contact the school by telephone, by 9.15 a.m., that day. The child should be given a letter or a note in the planner to pass to the form tutor on the first day of their return. This letter is a legal requirement. Where parents do not do this, the Attendance Officer will contact the parents by phone call to ask them why their child is absent.

**6.** Pupils who are absent and have not called in will be contacted by the Attendance Officer and Year Learning Managers that same day.

**7.** The Attendance Officer will send out a list of the day's absentees every day

**8.** Form tutors should inform Year Learning Managers of all such cases:

- absences of a week or more, even when the reason is known
- absence no matter how brief, where truancy is suspected or found

**9.** All letters concerning absence should be given to the Attendance Officer. If the notes are written in planners these should be photocopied. Suspicious letters should be followed up.

**10.** The Assistant Vice Principal (attendance) and Year Learning Managers should monitor the attendance patterns across the year groups, and be watchful for signs of individual or group truancy.

he academy will make a referral to the local authority where:

- i) there has been no parental response to communications from the school regarding absence.
- ii) attendance continues to be unsatisfactory in spite of contact with parents.
- iii) there is 10% or more unauthorised absence

- iv) the student's attendance has fallen below 80% and there are insufficient medical grounds for this non-attendance.

1. The Attendance Officer will send letters of concern to pupils whose attendance falls below 97%. She will keep a record of all action taken and any interim action with dates. These will be updated on a weekly basis and sent to the Leadership Team and Year Learning Managers.

2. YLMs and Form tutors should celebrate attendance achievements by issuing certificates in year group assemblies and sending congratulatory postcards home.

3. All referrals to the local authority and any other causes for concern which are not improving should be discussed with the YLMs and/or Assistant Vice Principal (attendance) before being passed to the local authority.

4. Every term there will be an awards ceremony where average attendance for each house is calculated. House points will then be distributed accordingly. At the end of the Year, a House attendance cup will be awarded during the awards ceremony.

5. The Attendance Officer will chase pupils who have an unexplained absence on a daily basis by communicating with YLMs, form tutors, pupil and parent.

## Attendance

If we really want to drive attainment up, we have to ensure that pupils are in their lessons every day. The higher our attendance is, the higher our attainment will be. One of the key ways of tackling this is by being dogged in our communication with pupils, parents, where attendance is a concern.

<b>Rate of attendance</b>	<b>Action</b>	<b>Responsibility</b>
100%	Certificate per term	Attendance Officer and YLMs
97 – 95%	Discussion with parent and pupil with letters sent	YLMs and form tutors
94– 90%	Meeting and letter of concern with Local authority referral	Attendance officer and YLMs

## PROCEDURES FOR REGISTERS, LATENESS AND ABSENCE

- Teachers will be expected to take a register in the first ten minutes of every lesson. These will be entered on Bromcom.
- If a pupil arrives after the register has been taken then their mark should be amended to a present mark immediately. For this reason, colleagues are advised not to close Bromcom until the end of the lesson. Pupils who arrive late should have their planner taken. Persistent lateness to lessons should result in a 15 minute detention.
- The a.m. and p.m. roll calls are taken at the beginning of period 1 and 3 each day.
- **It is essential that codes for absences are accurately recorded, and that students submit letters from their parents on the first day a pupil returns to school after absence.** If a pupil does not do this the Tutor should write a note to the parents in the planner. All letters should be passed to the Attendance Officer.
- Students who have been absent and have not brought a note should **not** have a code entered. Their names will continue to appear on the absence return as an N (no reason given).
- When the Attendance Officer is clear that the absence was without parental knowledge and permission, the code for unauthorised absence (O) should be entered.
- Not all absence covered by note or telephone call has to be authorised. If the Attendance Officer or Form tutor feels notes are suspicious, or if the reasons are not sound, they should discuss this with the Assistant Vice Principal (attendance) or Year Learning Manager, before entering a code.
- If at any point it becomes clear that the wrong code has been entered for an absence, the Attendance Officer should be informed in writing, giving the name, the form, the date(s) of absence and the appropriate code.
- If Bromcom is not working for whatever reason, subject teachers must complete a paper register which has been dated and signed, detailing who is present in the lesson and return to the office immediately in order that the data can be entered at a later date.

**Attendance registers are legal documents and should be treated as such. It is essential that they are accurate.**

Any student not present at the time the register is called should be marked absent. **No blanks should be left.**

**Any pupil who signs in late after 9.15 should be marked as late on Bromcom by the attendance Officer.**

The Attendance Officer has responsibility for the authorisation of absences and the chasing of pupils who have not brought letters explaining absence into school. Therefore, if there is any doubt about what to do with a pupil who has been absent a form tutor should refer the matter to her. If the Attendance Officer requires clarification she will speak to the Assistant Principal (attendance)

The appropriate code for absence must be entered. (See below). This may only be done when you have received a note or direct telephone communication from parents. We ask for follow-up notes to phone calls in any case. A 'blanket' letter covering several absences is not generally acceptable, or is 'he/she wasn't well'.

N.B. The form tutors who have the most difficulty are those who do not follow up regularly and relentlessly. It is horrendous to be faced with chasing up absences weeks or months old where even the student can't remember why they were away.

### **ABSENCE CODES**

**The codes are:**

**B** (Educated off-site – e.g. guest pupils at another school, vocational course at college, work experience as part of an alternative curriculum)

**C** Exceptional circumstances. **These would need to be approved by SLT lead for attendance before coding.** Examples: wedding of family member, family bereavement, public performances or a crisis for a young carer

**D** Dual registration. Placements at another institution. For instance, during the trial period of a managed move

**E** Excluded

**F** Extended family holiday of more than 10 school days. (only code after approval by the Principal)

**G** Family holiday not approved or days in excess of agreed authorised holiday

**H** Family holiday authorised by the Principal

**I** Illness (not dental or medical appointments)

**J** Interview

**L** Late arrival before 10.00

**M** Medical & dental appointments

**N** No reason yet provided

**O** Unauthorised absence - no reason provided after a period of time and active efforts to obtain one. Unacceptable reasons – truancy, shopping, family birthday, and closure of sibling's school.

**P** Approved sporting activity supervised by school staff

**R** Religious observance

**S** Study leave

**T** Traveller absence

**U** Late after 10.00 a.m. for no reason that can be given a code, such as a medical appointment.

**V** Educational visit

**W** Work experience

**Y** Enforced closure of the school. (e.g. snow day)

**Z** Pupil not yet on roll, but admitted in a 'pre-admission group'.

**Students who arrive later than 10.00 am** will be counted as **absent** for the a.m. session. They should be coded **U** if there is no acceptable reason or with the appropriate code, for example M, if they came in late because they have been to the doctor's.

All pupils who are believed or discovered to have truanted must be reported to their Year Learning Manager. They will then issue an appropriate sanction, such as a 1 hour detention or time spent in reflection. Students who arrive after 8.50 will have to sign in late at school reception. This list will be distributed to all staff by the receptionist each day.

#### **Off-site PE, school trips or visits**

If a group of pupils is off-site for any reason the department will send an email out to all staff in advance of the trip, detailing how long they will be off site and which pupils are going.

#### **Permission to leave school early**

Parents are required to request such permission in writing. An appointment card alone is not sufficient. When this has not been done, pupils will not be allowed to leave the premises unless the parents/carers have been contacted to verify the request.

Letters should be sent to the Year Learning Manager or Attendance Officer so that she can enter an appropriate code for the time they were absent. Permission to leave may only be granted by a Form tutor or Year Learning Manager. Alternatively, the pupil's planner will be signed and this should be shown to front reception. It serves therefore as authorisation and enables registers to be accurate in case of emergency.

**Appendix 1**

**Attendance concern letter**

29<sup>th</sup> September 2016

Dear XXX

Re: (STUDENT)

Charter Academy is committed to promoting the welfare of each student through regular attendance and punctuality. Regular attendance is a legal requirement, but more than that, every day lost to education can have a serious impact on a student's achievement, and therefore future opportunities.

Research suggests, that students with less than 95% attendance, are less likely to achieve.

As you can see from the enclosed attendance report (STUDENT'S) attendance is currently XXX % which is a cause for concern, and in the long term may result in his full academic potential not being reached.

If you have any concerns or questions regarding attendance, please do not hesitate to contact the school on;  
02392 824204

Yours sincerely

Mrs P. Jolly.  
Attendance Officer

Day One: The school identifies that a child is not in school. A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent/carer that the child is safe at home.



### SAFEGUARDING CHILDREN MISSING EDUCATION PROCESS FOR SCHOOLS

Result of call	Action
There is no answer at the home or on mobile numbers	Call back. Risk assess after 2 hours
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record
The person answering is not the parent/carer and the school is not reassured that the child is at home or safe	The school's designated lead for child protection consulted on a risk assessment and the degree of vulnerability of the child
The parent/carer answered the call, the child is not with them or safe and the parent is concerned.	<p>School to advise the parent to:</p> <ul style="list-style-type: none"> <li>• Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child</li> <li>• Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment</li> <li>• Contact the local police station to inform them that the child is missing</li> </ul> <p>Report back to school if the child is found or remains missing</p>

If the judgement on Day One is that there is reason to believe that the child is at risk of harm the school will contact Police and /or Brent Multi-Agency Front Door on 020 8937 4300 immediately. Telephone referrals must be followed up with an on line referral.

If the judgement on Day One is that there is no reason to believe that the child is at risk of harm school continues to make enquiries and informs Education Welfare Service on Day Three that the child is missing in education.

### SCHOOL RISK ASSESSMENT FOR CHILDREN MISSING EDUCATION

Criteria	Risk	Action
Is there good reason to believe that the child may be the victim of a crime?		Inform Police.  Portsmouth Safeguarding Children Board  Telephone: 02392 841540 (Board)  Follow up with on line referral: <b>Email: <a href="mailto:pscb@portsmouthcc.gov.uk">pscb@portsmouthcc.gov.uk</a></b>
Does the child have a formal child protection plan?		
Is the child in care i.e. looked after by the local authority?		
Is there planned or current LA children's social care or LA adults' social care services involvement? e.g. section 47 enquiry about to start.		
Is there a person present in or visiting the family who poses an on-going risk to children, or who is suspected of previously harming a child?		
Is the child at risk of sexual exploitation?		
Has there been LA children's social care or LA adults' social care or Criminal Justice System involvement in the past?		
Are there religious or cultural reasons to believe that the child is at risk? E.g. FGM or forced marriage.		
Is there any known history of drug or alcohol dependency within the family?		
Is there any known history of domestic violence?		
Is there concern about the parent/carer's ability to protect the child from harm?		
Was there any significant incident prior to the child's unexplained absence?		
Has the child been a victim of bullying?		
Does the child need essential medication or health care?		
Was the child noted to be depressed prior to the child's unexplained absence?		
Has the child gone missing with their family?		
Have the parents been subject to proceedings in		

relation to attendance?		
Is there a history of poor attendance?		
Has there been any change in the child/family's financial circumstances?		
Age of the child		