

The Manor Academy
Attendance Policy
2017/2018

Education provides a means of advancement for every student who in turn needs to attend school regularly in order to take full advantage of the educational opportunities available to them. We aim to ensure that all our students have good attendance and we will support our students to take full advantage of their education to achieve their full potential.

Aims and objectives:

- To raise levels of achievement and participation by improving levels of attendance.
- To close the gaps between the attendance of significant groups and the rest of the cohort.
- 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 monitoring and recording attendance.
- To maintain and improve attendance throughout the Academy through rewarding and target setting.
- To monitor and evaluate the process on a regular basis.
- To give clear information on expected levels of attendance.

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 when they reach 16.

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 the Academy and the absence is unauthorised.

The Manor Academy aims to maintain an Attendance rate of over 97% and recognises that:

All students of statutory school age have a right to an education in accordance with National curriculum regulations.

No student should be deprived of their opportunities by their non-attendance, or that of other students, from receiving an education that meets their needs and personal development

It is the responsibility of parents to ensure attendance at school as this is required by law.

Some students and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.

Some situations may arise where support is required from other agencies to address the needs in partnership.

We expect the following from all our students:

They will attend regularly.

They will arrive at school on time appropriately prepared for the school day

To attend school whenever well enough to do so, including with minor ailments.

We expect the following from Parents / Carers

To ensure their children attend school.

To ensure that they contact school before 9.30am whenever their child is unable to attend providing reasons for absence. If a message is left, it should include:

- Student name and year.
- Reason for absence.
- Anticipated return date.

To ensure their children arrive well prepared for the school day

To ensure their children are on school site no later than 8.25am

That wherever possible to arrange appointments out of school time

To inform the school of any changes to their contact details;

To provide medical evidence for absence due to illness.

To ensure that their children know the value of good attendance.

Parents / carers and students can expect the following:

An accurate recording of attendance.

Early contact with parent/carer when a student fails to attend school without providing good reason.

To reward good attendance with additional achievement points and a range of positive rewards.

The promotion of the importance of good attendance and punctuality during assemblies, tutor time and around the school site.

Group and individual work with students to support improved attendance monitor lateness and inform parents when their child arrives late.

Contact with parents when there are ongoing concerns about lateness.

The issuing of detentions to students arriving late with no valid reason.

Contact with parents carers to discuss the reasons for attendance and punctuality concerns.

The implementation of an action plan to help improve attendance and punctuality.

Persistent absent students:

Students who miss more that 10% of their schooling are called 'Persistent Absentees'. The Government is placing particular emphasis on these students.

If a student is identified as a Persistent absentee or at risk of becoming a Persistent Absentee, they may require a Personal Action Plan. This may be supported by a range of agencies and reviewed regularly. This will identify any additional resources needed to support the student and family and if a referral to the Local Authority is required.

Graduated approach to attendance and Lateness:

This graduated approach is a guideline only and interventions may be put in place at different times if required. These figures will be used after HT1, however, previous attendance issues will be taken into account and historical problems could lead to early intervention. The academy will always exercise its own judgment when putting these interventions into place.

Daily basis:

- All parents to get a text/phone call to ask about reason for absence.
- Students who are late to school will receive appropriate sanction.
- Follow attendance procedures.

General Guidance as to actions on attendance

- Below 96% attendance – Tutor will talk to student to investigate current situation and monitor attendance.
- Below 93% attendance – medical evidence required documentation required.
- Below 90% - Persistent absence letter sent will be sent home.
- If the student has missed in excess of 6 half unauthorised days in a rolling 6 week period an initial concern letter will be sent home
- Follow up letter if no improvement has been made after 3 weeks – Tutor/Pastoral Support Office meeting to be arranged, Head of Year to monitor progress along with Tutor
- If no improve has been made after a further 3 weeks the issue of a Penalty Notice will potentially be issued.
- Attendance panel meeting when judged appropriate depending on circumstances call be called to review a Childs' attendance.
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Holidays during term time:

Parents may not take their children on holiday during term time. The Academy may issue a Penalty Notice in these circumstances.

Penalty notices:

The Manor Academy will consider issuing fixed penalty notices for periods of unauthorised absence at the discretion of the Head Teacher. If a child has missed in excess 6 half day sessions due to unauthorised absence in any 6 week period, therefore resulting in their attendance dropping below 90% the academies penalty notices protocol will be activated.

Lateness:

The Manor Academy will consider issuing fixed penalty notices if a child is persistent late for the start of school and accumulates 10 or more late marks in a rolling 6 week period. A late mark which would qualify for this process would be one were the student arrives to school after 8.45pm and this would be recorded as a "U" in the register. Students who arrive between 8.30 and before 8.45 would be given an "L" in the register and required to follow the academy sanctions for this action.

Monitoring:

We believe this policy will be effective only if we all own the responsibility to ensure every child attends the Academy regularly. It is essential that there is consistency in monitoring the policy and good communication between home and school.

Reward strategies:

Students who have attendance rate of above 98% each HT will receive notification congratulating them for their effort.

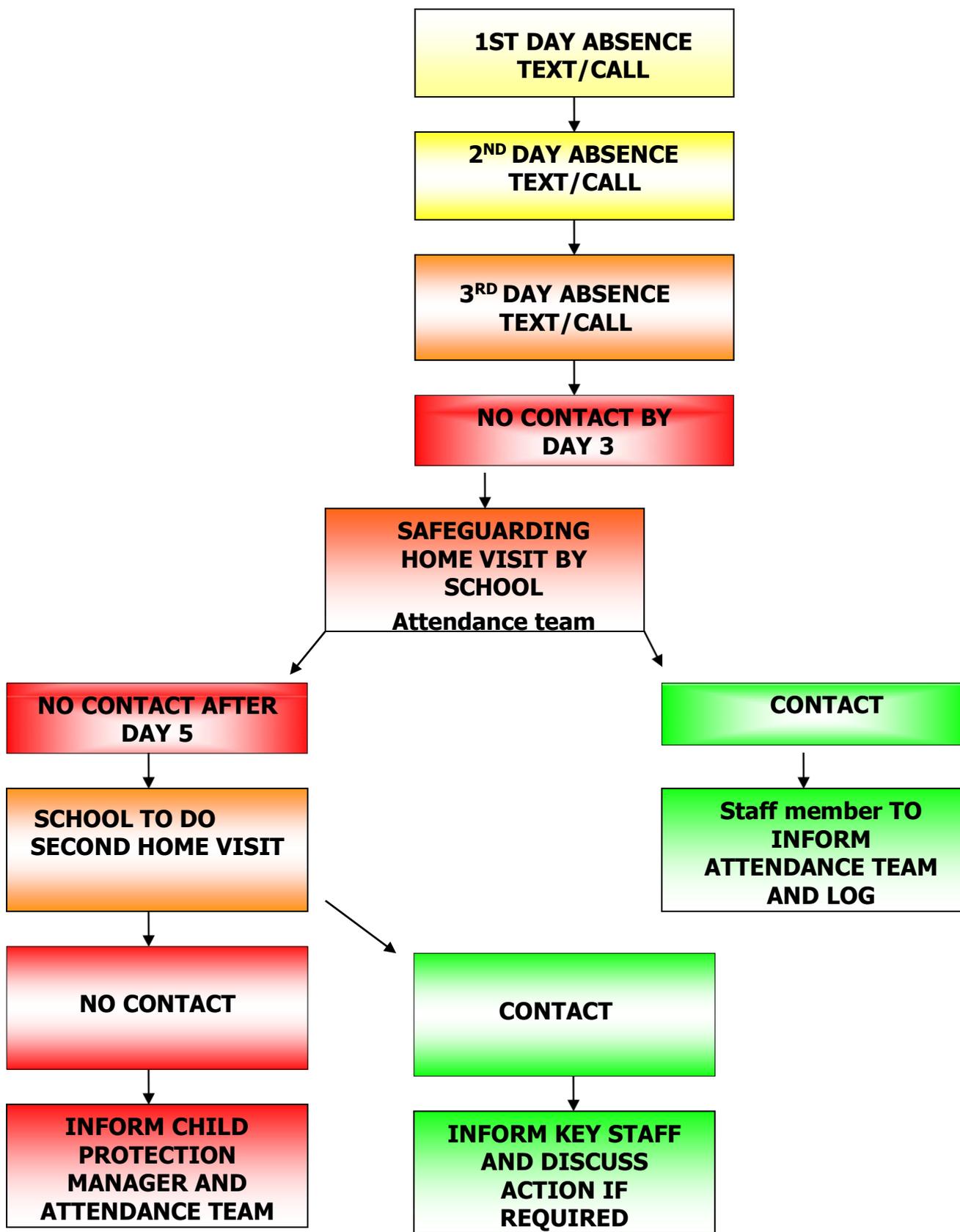
Students who have shown the greatest level of improvement in a HT will also receive notification of their improvements

Students with 100% attendance in a term will receive certificates and a range of other rewards and incentives will be used throughout the year to celebrate excellent attendance.

Students with 100% attendance for a full year will be given a certificate and a prize for their sterling efforts.

Appendix:

1. Manor Academy Attendance procedures.
2. Manor Academy Attendance panel policy.



ATTENDANCE PANEL

ATTENDANCE PANEL

Format

The Manor Academy will look at student's attendance and agree targets with parents, who are invited to attend the Attendance Panel. The panel will be a formal meeting, with notes taken and a follow up letter. A Head of Year or member of SLT should be in attendance alongside an attendance team member/Pastoral Support Officer.

Criteria

No entrenched attendance issues. This is a positive intervention strategy and should not be used as a last resort. It follows the earlier attendance meetings, making the process more formal.

There should be some evidence of the parent being able to exert a good degree of control and influence over their child/ren.

It should be the considered opinion of key members of staff that this would be a positive which will have an impact.

Process

The approach is largely a strategic one which can be used for referred and none referred pupils. For example, students already referred to Target Support can become involved with an Attendance Panel as part of an agreed programme of work. If successful the referral is closed; if unsuccessful it can be a valuable part of the evidence for formal proceedings.

A letter will be sent to parents/carers inviting them to attend the panel, stating date, time, and venue, offering a maximum 30 minute appointment.

The Attendance Panel will consist of the following:

Attendance team member.

Head of Year or Senior Leader

Head of year will bring the case

Academy governor if possible.

- The venue should be in school.
- The meeting should be formal.
- It is an opportunity to resolve an attendance problem with the family, and avoid legal proceedings.
- To enable the family to contribute to the action plan to improve school attendance.
- Head of Year to chair the meeting.
- Set attendance percentage targets – use the attendance calculator.
- Each case will be individual and therefore appropriate realistic and achievable targets will need to be set in the agreed actions, e.g. request GP note, reduction of lateness etc.
- It must be made clear to the parents/carers that there could be legal proceedings taken against them if the attendance fails to improve. This can be written into the agreed actions.
- The academy will update parents/carers their son/daughters in a timely manner of their attendance figures until the next review.
- Set the review date no more than 6 weeks.
- When everyone agrees the set targets, inform parents/carers that they will receive a copy of the agreed actions, including school and Target Support if applicable – FOLLOW UP LETTER.
- If the parents/carers fail to attend the meeting, the panel will make decisions in their absence and school will inform the parents/carers by sending the agreed actions in writing.
- The review will be held at school again when the first 6 week period has ended. Parents/carers will be invited into school again as part of the review.
- Check the attendance levels since the panel last met and if all targets have been achieved the academy will write to parents/carers informing them of the outcome.
- If all targets are not met then another set of targets need to be agreed and reviewed again in 2 weeks. The parents/carers will be informed of any new decisions by the agreed actions being sent to them in writing.

ATTENDANCE PANEL INFORMATION SHEET 1

NAME OF STUDENT:				
YEAR/ TUTOR GROUP:	MALE		FEMALE	
TERM:	SUMMER	SPRING	AUTUMN	WINTER
Academy:				
PARENTAL AT PANEL:	MOTHER YES/NO			
	FATHER YES/NO			
	OTHER CARER YES/NO			
SCHOOL ACTION, SCHOOL ACTION +	SCHOOL ACTION YES/NO			
	SCHOOL ACTION + YES/NO			
NUMBER OF EXCLUSIONS:				
LAC:	YES/NO			
FSM:	YES/NO			
SERVICE CHILD:	YES/NO			
ANY OTHER AGENCIES INVOLVED?	YES/NO			
ATTENDANCE % AT TIME OF PANEL:	%			
ATTENDANCE % AT 2ND REVIEW:	%			
ATTENDANCE % AT 3RD REVIEW:	%			
ATTENDANCE % AT 4 TH REVIEW:	%			
ATTENDANCE % AT 5 TH REVIEW:	%			
ATTENDANCE % AT 6 TH REVIEW:	%			

PANEL	NAME
Attendance team member	
Head of Year	
Governor	

