Attendance Policy
September 2016

ARCHBISHOP
SENTAMU
ACADEMY

Church of England

Approved by Archbishop Sentamu Academy, Board of Trustees on: 6th
December 2016

The next 'Period of Review' will be **SEPTEMBER 2019**

Archbishop Sentamu Academy

Christian Aims and Values

Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

Archbishop Sentamu Academy

Attendance Policy

1. Statement of Policy

The Academy believes that every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for ensuring that attendance is seen as a crucial aspect of learning and that attendance rates are extremely high. We believe that good attendance should be rewarded and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

2. Statement of Policy Review

The Board of Trustees has agreed that this policy will be reviewed on a three yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **SEPTEMBER 2019**.

3. Responsibilities

Parents are responsible in law for ensuring the regular and punctual attendance of their children. Parents should work closely with Academy staff to overcome any problems which may affect a child's attendance.

The Academy will encourage and value high attendance rates. The Academy will recognise the external factors which influence student attendance and will work in partnership with parents, the Education Welfare Service and other relevant services to deal with any issues. The Academy will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

4. Procedures

4.1 Registration

Registration will be carried out electronically at 8.40am in tutor bases and at 1.45pm at the start of **period 4**. Students arriving after these times, but before registration closes will be coded 'L' for late. Students arriving after these times need to report to the attendance office.

4.2 Absences

All absences will be recorded as either authorised or unauthorised. Should any explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as shopping, daytrips, birthdays and missing the bus).

Parents are advised to inform the Academy of any absence as soon as possible. The Academy will use first day response calling, to request reasons for absence if none has been provided. A written note of any such phone call or other communication will be recorded by the Attendance Officer. On returning to Academy the student should bring a written note and hand this to his/her tutor. The tutor should initial and date the note and place them in the registration folder to be returned to the Attendance Officer. A record will then be placed on the student's electronic file and will remain there until they leave the Academy.

4.3 Lateness

Students who arrive at the Academy after morning or afternoon registration has closed should sign in at the attendance office, their time of arrival and the reason for their lateness will be recorded electronically. Heads of House should regularly inspect the late register and analyse the data on the attendance report and lesson monitor and if necessary liaise with their tutors. Students who arrive at the Academy late should not be admitted to class until they have signed in at the attendance office. This is important for health and safety reasons. If students are late to lessons without good cause they will receive the appropriate sanction.

4.4 Term-Time Holidays

Under new Government rules that came into effect on 1 September 2013 the Principal no longer has the discretion to grant leave of absence during term time unless there are exceptional circumstances.

All requests for holiday leave of absence within term time will be refused and classed as "unauthorised". It will only be in exceptional circumstances that this may be reviewed e.g. a parent in the forces and no leave due during school holiday or extreme family crisis. The availability of cheaper holidays or a family wedding will not be considered exceptional circumstances

A request must be made in advance in writing by the parent/carer with whom the child normally lives. Please be aware that there is every possibility that the Local Authority may issue a penalty notice for any unauthorised absence due to holidays.

5. Staff Roles

5.1 Form Tutor

The Form Tutor is seen as a key figure in promoting regular punctual attendance. The Form Tutor should;
- Provide a good example by always being punctual to registration;
- Carry out electronic registration in the prescribed manner;
- Ensure that students who are late without good reason receive the appropriate phase sanction and follow up appropriately;
- Ensure that all notes from parents are passed to Student Services;

- Monitor patterns of absence for individuals within the form group;
- Alert the Head of House when there is an attendance problem;
- Offer praise to individual students whose attendance and/or punctuality improves.

5.2 The Subject Teacher

Subject teachers should;
- Provide a good example by always being punctual;
- Take a register at the beginning of every lesson (and ensure that the students know that a register is being taken), record details of late arrivals on the academy system, PARS;
- Follow up any suspected internal truancy by checking with Student Services and appropriate staff members or via PARS;
- Provide relevant work for students who have been detected internally truanting to complete in detention.

5.3 The Head of House and Assistant Progress Team Leaders

To monitor the attendance of their year group effectively the following responsibilities and duties include;
- Induct new staff in the year team on attendance procedures;
- Monitor attendance on regularly, setting targets for improvement as appropriate;
- Monitor the performance of individual tutor groups, following up with individual tutors regarding instances where patterns of absenteeism are not being effectively addressed;
- Review registers and attendance and punctuality figures on a weekly basis;
- Regularly put attendance onto the agenda of House meetings;
- Ensure that contact is made with students with poor attendance;
- Monitor persistent absence (PA) and respond when PA figure for individuals decline;
- Follow up internal truancy with appropriate sanctions;
- Promote good attendance and punctuality through assemblies;
- Students with significantly high attendance will receive a certificate termly;
- Annual prizes will be awarded for students with significantly high attendance throughout the year.

5.4 Senior Leader

The Assistant vice Principal (AVP) responsible for the compliance in regards to attendance within the academy is to meet with the Education Welfare Officer on a weekly basis, in order to discuss students who have not responded to the Academy's strategies accordingly. It will be discussed and agreed where necessary to submit referrals; having first undertaken some preliminary work with the student/family. For example the most appropriate member of staff will have written to the parent/carer and/or invited the student's parent/carer in for a meeting.
The AVP is responsible for managing and monitoring the following;
- Set annual Academy attendance target;

- Ensure that the whole Academy Attendance Policy is implemented (and regularly reviewed);
- Ensure that the policy is communicated to students, staff, parents/carers and Governors;
- Ensure detailed attendance data is regularly collected and used to implement strategic planning on attendance matters;
- Report to Governors on attendance matters;
- Monitor work completed to manage attendance by HOHs.

5.5 Student Services / Attendance Assistant

The Student Services and Attendance Team support the whole academy attendance by ensuring the following;
- Process registers / Absence forms;
- Keep record of students signing out;
- Record telephone absences;
- Produce summary attendance data prior to meetings;
- Generate lists of significantly high attendance on a termly basis for HOH's;
- Generate a list of attendance for the Senior Leadership Team;
- Produce half termly year group attendance report, summarised by tutor group;
- Administer first day calling system;
- Produce absence letters to parents/carers;
- Liaise with Education Welfare Officer;
- Highlight problems to the appropriate staff when necessary;
- Produce letters to parents/carers of students whose attendance is a concern.

5.6 Education Welfare Officer

The Education Welfare Officer (EWO) works alongside the AVP and supports the following;
- Produce summary attendance data prior to House meetings;
- Generate lists of significantly high attendance on a termly basis for HOHs;
- Generate a list of attendance for Senior Leadership meetings;
- Produce half termly Year Group attendance report, summarised by tutor group;
- Support the Academy attendance team;
- Help remove any barriers which may be preventing a student from fully accessing the education to which he/she is entitled;
- Carry out legal procedures, preparing and presenting cases for the Magistrates Court;
- Manage and monitor the compliance of the whole attendance procedure.

6. Communication

The Academy's Attendance policy will be communicated through the following;

- A summary in the parents' prospectus;
- A key point summary in the student's planner;
- The home-Academy agreement;
- Regular newsletter items;
- Guidance and advice in the staff handbook;
- Academy website.

7. Children Missing From Education

The Academy has procedures in place, designed to carry out reasonable enquiries for students who are a cause for concern regarding whereabouts. After initial methods of standard home/care provider contact cannot be made, the necessary form will be completed and sent to the Local Education Authority. The LEA will then make a number of reasonable enquiries to investigate a student's whereabouts.

Procedures within this area may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers and other local stakeholders who are involved. The appropriate person should also record that they have completed these procedures including details of dates and timings. If there is reason to believe a child is in immediate danger or at risk of harm, the Academy's Child Protection Coordinator will be informed, where a referral will be made to children's social care (and the police if appropriate).

8. Students Educated off-site

Students who are educated off-site at the Elvin Centre and any other provision are monitored for their attendance as a matter of first priority. An attendance register is completed by the confirmed designated member of staff, where this is communicated to the main-site attendance team, before register closes. If a student is missing, we have designated staff members in place to investigate each individual student absence further. A Home Tutor is also available and educates students who are absent, the students required to be seen by the Home Tutor will be confirmed by the designated staff member.

9. Strategies for Dealing with Attendance

- A statement of attendance will appear on each students report;
- Electronic and/or first day response calling will be used;
- Standard letters home requesting for reasons for absence will be used where no reasons are provided;
- Standard letters are sent when required and necessary where attendance is a concern in liaison with the Education Welfare Officer;

- SIMS attendance figures will be issued to Senior Leadership Team and HOHs for analysis half-termly;
- Systematic checking of attendance of specific students selected, on the grounds of previous history, or whose attendance gives cause for concern;
- Persistent absence (PA) figures will be monitored.

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical / Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	Non-compulsory Academy age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	Academy's closed to pupils	Not counted in possible attendances