



## **Attendance Policy**

Good attendance and pupil achievement are inextricably linked. There is a strong correlation between high attendance and high attainment. Good attendance is crucial if pupils are to gain the most out of their education. The success of many other policies such as the SEN policy, Behaviour policy and Curriculum policy depends upon good attendance. Therefore, attendance cannot be seen in isolation from the whole of a child's educational experience and is key to engagement, enjoyment and success.

### **RATIONALE**

- Values Academy bases its Attendance Policy on the Guidelines set out by the local authority.
- Whilst the legal responsibility for regular school attendance rests with parents, Values Academy shares with them, and the LA, responsibility for encouraging good attendance and improving poor attendance.

### **OBJECTIVES**

To convey clearly to parents and pupils that:

- Regular attendance is essential
- Unauthorised absence and persistent lateness are not acceptable
- Only Values Academy in the context of the law can approve absence.
- Parentally condoned, unjustifiable absence will be investigated and may be recorded as unauthorised absence.

To keep records of attendance which:

- Clearly distinguish between authorised and unauthorised absence by pupils
- Provide accurate information on actual attendance to enable monitoring and evaluation of Values Academy attendance rates through centrally held statistics.
- To build on existing good practice that fosters a positive attitude to good attendance by:
  - Responding rapidly to pupil absence
  - Recognising pupils who maintain 'excellent', 'good' and 'improving' attendance records
- To be sensitive to situations where regular attendance patterns are disrupted by external factors such as difficulties with LA provided transport
- Where attendance has been affected by poor behaviour on the transport, to apply behaviour modification strategies to improve the situation.

### **PRINCIPLES & PROCEDURES**

Values Academy will make its policy on attendance clear to parents and pupils through:

- The interview procedure prior to admission
- The prominence of good attendance as a target in the School Improvement Plan

- Letters to parents addressing specific aspects of attendance and requiring parental response, parent and pupil interview in the case of repeated, unexplained absences.
- The use of first day calling to ensure that the reasons for absence are ascertained and action taken promptly
- Ensuring the role of other relevant support services is known and understood.
- Clear systems and procedures that will govern response to all pupil absence
- A reward system that emphasises good and improving attendance by pupils attending Values Academy
- Values Academy will be alert and responsive to the range of factors that can affect attendance.
- Systems will be in place for the recording of attendance, which fulfil statutory requirements and enable Values Academy to monitor and evaluate attendance effectively.

### **TARGET SETTING**

- Progress in attendance during pupils' time at the Values Academy is essential, particularly for pupils who previously had poor attendance in mainstream school. It is expected that attendance figures from the last mainstream school will be included in the referral papers.
- Improving attendance and/or maintaining good attendance will be a target on every pupil's IEP and will be recorded and addressed.
- Attendance rates will be reported to the LA and to Values Academy Leadership team and the Management Board of Trustees.
- Monitoring of attendance is the responsibility of all members of staff but specifically the School Leadership team

### **MONITORING**

- Registers are the only official means of monitoring pupils' attendance and must therefore be kept accurately, using only the permitted codes.
- Pupils' attendance patterns should be regularly monitored and reviewed and any feature followed with the pupil/parent or carer.
- Matters of concern should be referred to the School Leaders so that appropriate action can be taken. Serious issues of attendance may need to be referred to the Local Authority who are funding the placement.

The law requires all schools, including independent schools to keep an admissions and attendance register and Values Academy keeps both and all pupil names are placed on both. Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made

## **THE ADMISSIONS REGISTER**

The Academy keeps the admissions register electronically. We record students name in full, gender, date of birth, name and address of the parent/carer they reside with and all relevant emergency telephone numbers. We also record the day, month and year of admission or re-admission to the school and the name and address of the last school pupils attended.

Pupils will be entered on the admissions register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

### **Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

## **SCHOOL REPORTING TO THE LOCAL AUTHORITY**

To assist the local authority in identifying children missing in education Values Academy will follow the guidance about reporting to the local authority.

Values Academy will notify the local authority within 5 days of adding a pupil's name to the admission register at a non-standard transition point. All information contained on the admission register will be given to the authority.

When a pupil moves to a new address the Academy will inform the local authority giving them the following information.

1. The full name of the parent/carer with whom the pupil will live
2. The new address
3. The date from when it is expected the pupil will live at the new address

The Academy will inform the local authority of the following when a pupil's name is to be removed from the admissions register

1. The full name of the pupil
2. The full name and address of any parent/carer with who the pupil normally resides
3. At least one telephone number of the parent/carer
4. The pupil's future address and destination school, if applicable
5. The grounds in regulation 8 under which the pupil's name is to be removed from the admissions register. (Please see full list of removal grounds in the Children Missing in Education guidance September 2016)

**Reviewed October 2018**

**Next review July 2019**

## **APPENDICES**

### **Appendix I: RECORDING AND CALCULATION**

#### **RECORDING ATTENDANCE**

- School Leaders are responsible for ensuring the marking of the official school registers. (See Attendance Codes examples). A temporary, paper register may be completed by the Office Manager or any nominated member of staff but the information must be transferred to the main school register daily and be monitored by the School Leader on a weekly basis.
- Due to the variation in pupil arrival time, temporary paper registers are completed during the working day. It is important that these are completed accurately and copied into the Official Centre Register at the end of the day. Registers are legal documents and it is ultimately the responsibility of the School Leaders to see that they are maintained correctly.
- Pupils attending between 8.30am and 12.15 pm will receive a morning mark (/) in the register. Pupils who attend from 12.15-3.15 will receive an afternoon mark
- (N) in the register. If pupils attend a morning and afternoon session both marks are recorded in the register.
- Registers contain confidential information and should be kept in the schools central office.
- At the initial interview, it must be clearly explained to parents/carers that they should contact the school in the event of any absence, by telephone on the day by 9.30am
- School staff should be alert to suspicious phone calls, signatures, handwriting, or emerging patterns of non-attendance and report concerns to the School Leader.
- A designated person should telephone or send a pro-forma letter home following an unexplained absence.
- Each absence accepted and authorised by telephone and/or letter must be entered under the correct code as described in the LA Guideline<sup>1</sup>.
- The School Leader will have responsibility for monitoring the authorisation of absence. They will also have responsibility for monitoring unauthorised absence.

#### **LATENESS**

- Pupils will be marked 'late' if they arrive 15minutes after their expected time.
- Lateness with reasons will be recorded on the clipboard record and the pupil counted as present.

#### **EXCLUSION FROM SCHOOL**

- This will be considered as an authorised absence, marked in the register as such (E) calculated accordingly and notified to the Leadership team and Exclusions team as appropriate and using the correct forms.

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<sup>1</sup> See Appendix III

## **AUTHORISED ABSENCES**

Authorised absences will only be sanctioned if:

- There is a letter from a parent
- A parent or adult telephones (if in any doubt, ring back)

## **CALCULATION OF ATTENDANCE**

Attendance percentages will be calculated from the number of individual sessions as a fraction of contracted sessions: i.e. the number of sessions agreed between school, pupil and parent that the child will attend e.g.:

- 5 sessions in school agreed
- 4 sessions attended (1 unauthorised absence)
- Weekly percentage = 80%

The percentage attendance figure is to be calculated on a weekly (not daily) basis.

## **PUPILS ON SHARED PROGRAMMES WITH SCHOOLS**

- Attendance at the School requires a (/) or (\) mark in the same
- Schools will be responsible for checking attendance at Values Academy on a weekly basis and should register their pupils as D for the time they attend Values Academy prior to fulltime enrolment
- Alternative providers will provide Values Academy with a record of attendance on a weekly basis.

## **KEY STAGE 4 PUPILS ON VALUES ACADEMY ROLL**

Within our Key Stage 4 provision pupils are offered tailored learning programmes within the following settings:

- Alternative Providers e.g. Archway Academy, Nova

## **RECORDING ATTENDANCE**

- Values Academy will be solely responsible for marking the attendance of all KS4 and 5 pupils attending Alternative Provision. The Alternative Providers complete the AP Attendance Information Register and email the information to the School Office Manager on a Friday afternoon. The School Office Manager inputs the data on to our attendance system. Alternative Providers will notify their allocated Learning Mentor and Values Academy daily of any absences. Details of the Alternative Providers responsibilities to ensure good attendance and the safeguarding are available within the Service Level Agreement.
- Pupils who attend Alternative Providers as part of their provision at Values Academy receive a morning and afternoon mark (/) in the register in line with all other pupils. The temporary, paper register may be completed by the Office Manager or any nominated member of staff but the

information must be transferred to the main register daily and be monitored by the School Leader on a weekly basis. Pupils offered a shared programme between Values Academy and an Alternative Provider, the recording of attendance would be collected by the School Office Manager for inputting onto our school attendance system.

### **PUPILS SUBJECT TO Re-engagement Programs**

- Occasionally pupils may be subject to a revision of their programme. This will only happen when all other strategies have been tried to maintain the pupil on full time attendance and where there are health and safety concerns resulting from the pupil's behaviour.
- School Leaders should ensure that the necessary reviews of the pupil's placement have been carried out and that parents/carers and the pupil are fully aware of the decision to initiate a re-engagement program.
- The required paperwork must be completed for the pupil and the programme reviewed regularly with the aim of returning the pupil to full time attendance as soon as possible.
- A home study programme will be initiated for the pupil and this will be monitored by the School Leader in the following ways: regular phone calls to check on the child's wellbeing; marking and setting of work; help and advice for Parents/carers.
- During the time that the pupil is subject to re-engagement program, attendance on the days when the child is in school must be prioritised and encouraged. The register must be coded **C** for the days when the pupil is not required to attend
- Pupils who have been on re-engagement programs will receive specific support to ensure successful return to a full timetable.

### **Appendix II: MONITORING**

#### **ATTENDANCE FIGURES TO DEMONSTRATE PROGRESS: RECORDING AND REPORTING**

- Individual attendance records are reported to parents/carers
- Baseline attendance figures from schools should have been provided within the Referral papers and individual targets set by School Leaders
- School termly and yearly attendance statistics are available for the Board of Trustees and parents on request.
- Weekly attendance figures are monitored by the Leadership team on a half termly basis showing attendance percentages.
- Termly figures showing actual out of possible figures and percentage attendances with authorised and unauthorised absences are sent to the Leadership team and Board of trustees.
- These figures are to be calculated for all pupils who attend the School

***Actual attendance x 100***

***Possible attendance***

### Appendix III: NEW 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 another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> 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	Untimetabled sessions for non-compulsory school-age pupils or part timetabled days agreed with Commissioners	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll/off roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances