



**Horninglow Primary:
A de Ferrers Trust Academy
Attendance Policy**

January 2019

**To be reviewed at least annually
Review date: January 2020**

ATTENDANCE POLICY



At Horninglow: A de Ferrers Trust Academy we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for all our children, maximise their potential and prepare them for the world of work, we must ensure that absenteeism is kept to an absolute minimum.

The Governors and staff at the Academy will do all they can to ensure that children attend regularly and any problems which impact on their attendance are quickly identified and acted upon.

EXPECTATIONS

We expect all parents/guardians will support their children by;

- Aiming for 100% attendance.
- Arriving at the academy for the start of registration so all children are ready to start lessons on time.
- Taking pride in their child's appearance and make sure they are dressed appropriately in the academy uniform and adhere to the rules relating to jewellery and piercings.
- Ensuring children arrive at the academy fully prepared for the day ahead having had breakfast, a wash and dressed appropriately.
- Inform a member staff about any problems that may affect their child's attendance at the academy.
- **Reporting all absences to the academy before 9a.m on your child's first day of absence and every third day thereafter.**

Horninglow 01283 247618

- Try to avoid making medical appointments during the academy day as this does affect your child's attendance. If your child does have an appointment that requires them to be absent during the academy day, it is requested that you provide a copy of the appointment letter and minimise the amount of time they are away from lessons.
- If leave from the Academy is needed, then a 'Request for Leave' form **must** be completed at least 5 days in advance. ***Please note that the Academy can no longer authorise any holiday during term-time. Holiday that totals or exceeds 6 days, or holiday plus unauthorised absences totalling or exceeding 6 days, over a 12 week period will mean that a referral has to be made to the Local Authority where a fine may be issued. Please see the website for further details.***



Parents/Guardians can expect that the Academy will:

- Provide an excellent level of education and opportunities for all children.
- Encourage children to arrive at their classrooms on time and prepared for the lesson ahead.
- Record a children's attendance by the end of registration time in the morning and the afternoon.
- On the first day of a child's absence a staff member will make every reasonable effort to contact the parent/guardian to ascertain the reason for the absence if the parent/guardian has failed to do so.
- Act on any problems which the academy are made aware of as soon as possible and feed back to relevant parties.
- Support parents/guardians when their child is refusing to attend the academy by making a referral to the Academy pupil support manager.
- Encourage and reward good attendance, punctuality and behaviour by using the dojo reward system and treats.

PROMOTING GOOD ATTENDANCE

Horninglow Academy will monitor attendance daily by registering children at the beginning of every morning and afternoon.

We will encourage good attendance by:

- Accurately complete attendance registers and aiming for these to be completed within 10 minutes.
- Following up any unexplained absence on the first day by contacting parents/guardians.
- If no contact has been made after three days of absences a referral will be made to the Academy's pupil support manager, where a home visit will be carried out.
- Where an explanation has not been provided. If after 5 days of your child returning to the academy no explanation has been received then the absence(s) will be **unauthorised**.
- Attendance and punctuality reports will be sent out at the end of each half term or when necessary. A meeting may be arranged with your child's teacher to discuss how improvements can be made in relation to your child's attendance.
- Maintain regular communication with the academy's Education Welfare Worker (EWW) to discuss and monitor any children that may be a cause for concern.
- Children with attendance under 90% will be identified and discussed by senior leaders.
- Ensure all information pertaining to attendance and absences will be accessible on Lansdowne Academy website.

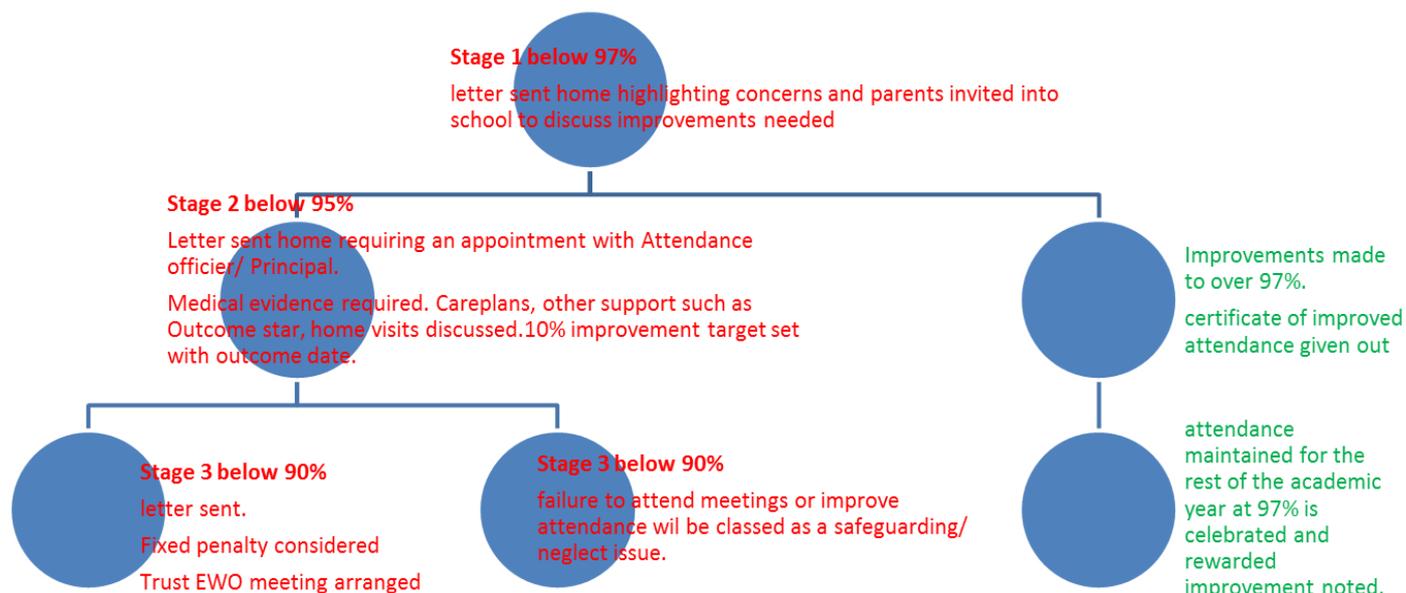


RESPONDING TO NON-ATTENDANCE

When a child fails to attend the Academy without a satisfactory explanation, we will:

- Contact the parent/guardian on the first day of absence by making a telephone call before 10 am
- Calls will be made daily thereafter before 10 am if there has been no contact from parents/guardians. After the first day of unexplained absences, a referral will be made to the academy's pupil support officers / attendance officer and a home visit will be carried out. A letter will be left at the property of the address given to school as where the child resides with the written request to contact school immediately to explain the absence.
- If the non-attendance continues and the child/ family are considered a vulnerable family then involved agencies such as Harvey girls, Local support team or childrens services will be contacted for cross lateral checks and information sharing.
- If a child is absence for 20 consecutive days with no contact from home, then the Academy can take the decision to refer the child to the 'Children Missing Education' department along with a referral to the Education Welfare Worker.
- If the parent/guardian fails to respond to all attempts of contact, the matter will be discussed further with a view to a formal referral to the Local Police Authority.
- **All parents have been made aware of the attendance policy and progress at Horninglow academy in a letter (April 2019) as outlined below**

Attendance process at Horninglow Primary School 2018-2019



The return and reintegration of a child to the Academy after a lengthy absence requires special planning. Prior to the child returning, a meeting will be arranged with the relevant staff and SENCO will also be informed if a child has a medical issue which may require special consideration.



LATENESS

Lateness is monitored closely by the Academy and each incident is required to be recorded in the registers.

Sanctions

- Electronic registers close at 9 10 am. Doors close at 8:55 am and parents are then to walk to the front reception and sign the children in with an explanation of why they are late. These children receive a late mark for the morning sessions but are counted in the classroom tally for fire regulations.
- Parents/guardians will be made aware of their child's persistent lateness and advised of how many minutes of education have been lost. Parents/guardians may be invited to the academy if concerns continue.
- If a child receives 10 unauthorised late marks (20 sessions counted as 1 morning and one afternoon, Or 20 mornings) over a twelve week period, the Academy will refer to the Local Authority and you will receive a penalty warning notice and a fine which is currently £60 per child, per parent with parental responsibility .



ORGANISATION

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the parents the significant link between attendance and attainment.

RESPONSIBILITIES

Governors, Principal and Vice Principal

- To ensure that the academy has in place an attendance policy that is accessible by all.
- To be made aware of all strategies to help improve attendance and provide support to the Attendance Team.
- To receive annual reports from the Principal in respect of attendance data and trends.
- To monitor the effectiveness of the academy policy.
- To oversee the policy.
- To have particular regard to the equalities aspects of the policy especially in relation to Pupil Premium, SEN, gender, ethnicity and children in care.
- To report to Governors on attendance issues on a regular basis providing number of unauthorised absences, authorised absences and any attendance patterns.
- To liaise with the Principal about any concerns.
- To oversee the analysis of attendance data.
- Ensuring that appropriate strategies are implemented to make the necessary improvements.
- Ensure the appropriate strategies are implemented to improve attendance.
- To be fully aware of the Local Authority Policy on attendance issues and takes appropriate action when needed.

Clerical Team

To ensure all registers are completed for every session and run a daily absence report for each class.

- Record any telephone, email or text messages received from parents/guardians who have advised the academy of their child's absence.
- To follow up on any absences that have not been explained.
- To check that all registers have been taken by the end of registration and contact individual teachers if these have not been done. If there are inconsistencies in a student's mark, checks will be made to see if the child is present. The marks on SIMs will be amended by office staff if the child is present.
- Inform the principal/vice principal of any attendance issues.
- To maintain regular contact with the Education Welfare Service and informed them of all students who are presenting with attendance concerns. To also notify the Education Welfare Worker of all students requesting home education or those who are missing from education.



Teachers.

- To identify early any student whose attendance is causing concern.
- To communicate with parents/guardians of the academy's initial concerns.
- Speak with the individual student to ascertain reasons for absence and encourage good attendance.
- Discuss with principals if concerns persist.
- To act swiftly when made aware of any issues affecting attendance.
- Raise awareness of good attendance during class assemblies.
- Reward excellent attendance to individuals using dojos.
- To complete registers accurately and on time. Request a paper copy of the register if the internet is not working.
- To ensure the registers are saved appropriately or, if using a paper registers, taken to the office.
- To identify any student who is developing a pattern to their absences or whose attendance is becoming problematic.