



Glenmoor & Winton Academies

High Achievement – High Standards

Part of United Learning

Glenmoor Academy

Attendance Policy

ATTENDANCE POLICY

Introduction

This is a successful Academy and all students play their part in making it so. We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve of their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at Academy, on time, every day the Academy is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your daughter attends regularly, and this policy sets out how together we will achieve this.

Why Regular Attendance Is So Important?

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts the learning of others in the same teaching groups by disrupting classroom routines. Ensuring your daughter's regular attendance at the Academy is your legal responsibility and permitting absence from the Academy without a good reason creates an offence in law and may result in prosecution.

Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, students and all members of Academy staff.

To help us all to focus on this we will:

- Give you details on attendance in our regular the academy newsletter
- Report to you at least termly on how your daughter is performing in school, what their attendance rate is and how this relates to their attainments
- Celebrate good attendance by displaying year group and Academy achievements
- Reward good or improving attendance through the rewards system
- Run promotional events when parents, students and staff can work together on raising attendance levels across the academy

Understanding Types of Absence

Every half-day absence from school must be classified by the Academy (not by the parents), as either AUTHORISED or UNAUTHORISED. Therefore, information about the cause of any absence is always required in writing.

Authorised absences are mornings or afternoons away from the Academy for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other reasons the **Academy** deems to be unavoidable. Students will not be allowed to leave the Academy for medical appointments without a note or an appointment card.

Regular days off ill may be challenged by letter. Lack of any medical evidence for these days off will lead to academy unauthorised absence leading to the issue of a Fixed Penalty Notice.

High levels of authorised absence can lead to the involvement of the Academies Attendance Officer (AO) and Education Social Worker (ESW).

Unauthorised absences are those which the academy does not consider reasonable and for which no authorisation has been given. This type of absence can lead to using sanctions and/or legal proceedings. Unauthorised absence includes:

- Parents/carers keeping students off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Students who arrive at school too late to get a mark
- Shopping, looking after other siblings or birthdays
- Day trips and holidays in term time

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend the academy. Any problems with regular attendance are best resolved between the school, the parents/carers and the student. If the student is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the academy year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need parents/carers' full support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and a parent/carer will be informed of this immediately. PA students are tracked and monitored carefully through our regular attendance tracking meetings. Students are likely to also be involved in other interventions where absence affects attainment.

Selected PA students and their parents/carers are subject to an Action Plan and the plan may include additional support through their Head of Year, our Educations Social Worker/ Attendance Officer and individual incentive programmes. **All PA cases are also automatically made known to our Attendance Officer & Education Social Worker (ESW).**

Absence Procedures

If a student is absent it is the parent/carer's responsibility to:

- Contact us as soon as possible on the first day of absence (contact between 7-8.30am) and on the morning of every day of absence
- Send a letter, or note in the student's planner, in on the first day they return with an explanation of the absence; you must do this even if you have already telephoned us
- Or, you can call into the academy and report to reception or email via attendance@glenmoorandwinton.org.uk

If a student is absent, we will:

- Send a text message to parents to advise their child is absent from the academy and no reason has been received. On receiving that text message, parents are requested to contact the academy to advise of the reason for absence
- If a response to the absence text message has not been received, attempts to telephone the parent/carer on the day of the absence if we have not heard from you (this call will be made between 9.30am-10.30am) will be made. This is a safeguarding procedure
- If a pupil is absent for 3 school days without a contact being received from parents, a “safe and well” home visit will be made by our Education Social Worker or Attendance Officer. This is a safeguarding procedure and is an expectation from the Local Authority
- If absence persists your daughter’s Head of Year or Attendance Officer will make contact to discuss this with you. If attendance falls below 97% our attendance team will write to you to highlight this. If there is no improvement this will be followed up by a phone call and you will be invited in for a meeting with your Head of Year and daughter
- If after 4 weeks there is still no improvement, we will refer the matter to our Attendance Officer and Education Social Worker
- No improvement and continued unauthorised absence in a selected period would lead to a Fixed Penalty Notice

Telephone Numbers

There are times when we need to contact parents/carers about lots of things, including absence, so we always need to have your contact numbers. Please help us to help you and your daughter by making sure we always have an up to date number – if we do not then something important may be missed. There is a check on telephone numbers and home addresses at the start of the year. Please ensure that you inform us of any change after this time.

The Attendance Officer (AO)

Early intervention is nearly always successful in improving attendance. If difficulties cannot be sorted out in this way, the academy may refer the student to our Attendance Officer who will try to resolve the situation by agreement.

Education Social Worker (ESW)

The academy also has an Education Social Worker who can support student attendance and provide appropriate support and guidance to all parties in order to ensure levels of attendance remain above 97%.

Please telephone the academy for more assistance or a meeting with the ESW if you feel your daughter’s attendance requires improvement.

If ways of trying to improve the student’s attendance have failed and unauthorised absences persist, the academy can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the academy. Alternatively, parents/carers or students may wish to contact our Education Social Worker or Attendance Officer themselves to ask for help or information and appropriate advice will be given. Please telephone the school for assistance.

Lateness

Poor punctuality is not acceptable. If a student misses the start of the day, they can miss essential work or information on the academy activities. Late arriving students also disrupt lessons, which can be embarrassing for the student and encourage absence. Students who are late to the academy will complete tutor time in the late room and if this occurs more than once in a working week student will serve a **SLT Detention on Friday of that week.**

How we manage lateness. The academy day starts at 8.35 am and we expect all students to be at line up at 8.30am ready for the start of the academy day. Students will be in tutor or assembly by 8.35am. **If a student arrives past 8.35am unless there is a medical reason twice in a week, they will be expected to complete an hour and a half detention at the end of that working week. The academy is open from 7.45am.**

Registers are marked immediately and submitted by 8.35am and a student will receive a late mark if they are not in class by 8.35 am.

At 9.00am the registers will be closed. In accordance with the Regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice or prosecution if the problem persists.

Holidays in Term Time

Taking holidays in term time will affect a student's schooling as much as any other absence and we expect parents/carers to help us by not taking your daughter away during the academy term time. Remember that any savings you think you may make by taking a holiday during the academy term time are offset by the cost to your daughter's education. **There is no automatic entitlement in law to time off during academy time to go on holiday and at Glenmoor Academy holidays in term time will not be authorised.** If the unauthorised holiday is taken which results in your son/ daughter's **5 or more days throughout the academic year** a Penalty Notice will be issued through the Local Authority. The Penalty Notice can be a fine of up to £120 per parent per child.

If there is a case for compassionate leave eg for a funeral the academy may authorise leave of absence – in these circumstances' parents/carers should apply to the Principal via letter or email.

All applications for holidays in these exceptional circumstances must be made in advance. In making a decision the academy will consider the circumstances of each application individually, including any previous pattern of absence in term time. It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- In the month of September
- When a student is just starting the at the academy. This is very important as your daughter needs to settle into their new environment as quickly as possible

- Immediately before and during assessment periods – GCSE or any other public examinations
- When a student's attendance record already includes any level of unauthorised absence
- Where a student's attendance rate is already below 97% or will fall to or below that level as a result of taking holiday leave
- Holidays taken in term time due to lower cost/ parental work commitments
- Holidays abroad for visiting sick relatives, except where that person is seriously ill (medical evidence may be requested to help with the decision)
- Pilgrimages

Academy Targets, Projects and Special Initiatives

The school has targets to improve attendance and every student has an important part to play in meeting these targets.

Our expectation at Glenmoor Academy is that all students will have 100% attendance.

Academic research demonstrates the link between high attendance, improved progress and attainment results.

Those People Responsible For Attendance Matters In This School Are:

- Attendance Officer
- Education Social Worker
- The student's Head of Year
- Assistant Principal's with responsibility for Behaviour & Safety

Expectations for Students

Irregular attendance means that students will miss out on aspects of the educational experience on offer at Glenmoor Academy.

Students need to understand that if they are absent or late they will not get access to their entitlement of learning for success. Furthermore, the development of their social skills, key learning skills and their ability to achieve academically will be severely compromised.

Glenmoor Academy expects:

- 100% attendance, only being absent through genuine illness
- Arrive at school at 8.30am in time for roll call at 8.35am and be punctual to every lesson
- Register at reception if they are late
- Bring a note from home explaining the reason for absence following every session of absence
- See individual teachers and catch up work missed during the period of absence

Summary

The academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents/carers have a duty to make sure their sons/daughters attend and arrive on time. All academy staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible.

‘There is a clear link between poor attendance at school and lower academic achievement. Of pupils who miss more than 50 per cent of school only three per cent manage to achieve five or more GCSEs at grades A* to C including Maths and English. 73 per cent of pupils who have over 95 per cent attendance achieve five or more GCSEs at grades A* to C’.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180772/DFE-00036-2012_improving_attendance_at_school.pdf

‘Nationally only 20% of students with attendance below 80% achieve 5 grade 4 and above at GCSE’.

How We Manage Attendance at Glenmoor Academy

Subject teachers are responsible for:

- 1 Accurately completing the statutory PM registration for students in lesson 4
- 2 Accurately completing an Arbor register in every lesson and monitoring patterns of attendance.
- 3 Highlighting and discussing problems of non-attendance with their Head of Year or curriculum team leader and putting in place appropriate interventions to improve attendance to their lessons. This will be evident in class passports
- 4 Being aware of students that they teach who are identified as persistent absentees

Form Tutors are responsible for:

- 1 Accurately completing the statutory AM registration for students in tutor time
- 2 Monitoring attendance figures daily and weekly
- 3 Welcoming back students who have been absent and reading all letters of explanation regarding absence and making the correct insertion in lesson monitor. **No 'N' code can stay on the register for more than 2 weeks**
- 4 Pursuing any absences which have not been explained, by either contacting the parent/carer direct, asking the Attendance Officer to do so, or notifying the appropriate Head of Year
- 5 Identifying any 'patterns' of absence and notifying the appropriate Head of Year of their concern
- 6 Contact home for any students who have attendance concerns but are above 93% attendance
- 7 Highlighting and discussing attendance targets, procedures and issues with members of their tutor group
- 8 Being aware of any students who are identified as Persistent Absentees and notifying the Head of Year/ Attendance Officer immediately of their absence

Heads of Year / Progress Leaders are responsible for:

- 1 Ensuring that all teachers and tutors complete their attendance responsibilities
- 2 Checking all registers weekly and pursuing any unexplained or 'suspicious' absences passed from tutors with parents/carers
- 3 Highlighting any unauthorised absences and discussing strategies with mentors
- 4 Monitoring weekly attendance figures for the school and supplying reasons why the % return is lower than 97% to Education Social Worker/ Attendance Officer and Assistant Principle (Behaviour and Safety)
- 5 Monitoring and developing action plans for all students who are identified as having persistent absence to improve attendance
- 6 Meeting with parents/carers referred by the Attendance Officer / Education Social Worker
- 7 Liaison with parents/carers, tutor, Curriculum Team Leader and teachers re: the setting of suitable work for students as the need arises and arranging for it to be taken home and returned to the academy
- 8 Update staff when students are expected to be absent for longer than a few days and when the students return so that reintegration can be affected smoothly

Attendance Officer / Education Social Worker are responsible for:

- 1 Ensuring that up to date and detailed attendance information is available for the Attendance Team meetings
- 2 Sending a letter home to any student who has attendance below 97%; if no improvement has been made after 2 weeks contact parent/carer by phone; if there is no improvement after 2 weeks then refer to Head of Year who will meet with parents/carers
- 3 Working with families to provide either reintegration programme or take legal action
- 4 Liaising with appropriate outside agencies
- 5 Completing Arbor inputting the correct code/comment for students who arrive after registration closes
- 6 When notified of student absence via telephone inputting the correct code/comment into Arbor
- 7 Initiating Attendance text messages/ absence phone calls to parents of students where there is unexplained absence or lateness to school
- 8 If a pupil is absent for 3 school days without a contact being received from parents, a "safe and well" home visit will be made by our Education Social Worker or Attendance Officer. This is a safeguarding procedure and is an expectation from the Local Authority
- 9 Providing absence reports for parents' evenings
- 10 Preparing follow up letters and communication based on intervention outcomes
- 11 Liaising with Bournemouth, Christchurch and Poole Council Education Social Worker Service
- 12 Convening Attendance Panel when necessary
- 13 Collating all attendance figures for both internal and external use:
 - a) below 97%
 - b) % individual
 - c) % tutor group
 - d) lateness figures
 - e) Attendance certificates for Head of Year and Progress Leaders

Vice Principal (Behaviour and Safety) is responsible for:

- 1 Overseeing all aspects of the attendance monitoring system through weekly returns and regular reports from Heads of Year and attendance team
- 2 Working with the Heads of Year, KS Progress Leaders, and Attendance Officer & Education Social Worker to agree strategies in the most difficult cases of student absence
- 3 Liaising with the Attendance Officer re truancy sweeps
- 4 Compiling 'whole-school' attendance data as required by the Principal/Governors/United Learning
- 5 Reporting regularly to the Principal concerning all aspects of attendance
- 6 Completing any United Learning, Local Authority or national forms regarding attendance/ absence statistics as the need arises
- 7 Considering all requests for holiday in term time in conjunction with the Principal

Monitoring – Summary

- 1 Daily tutors will take register and chase notes or ask the attendance team to do so, update absence list and inform the Heads of Year of concerns. Persistent lateness should be noted. **Weekly** complete absence returns. **No 'N' code can stay on the register for more than 2 weeks**
- 2 **In every lesson** teacher will register all students using lesson monitor
- 3 'First Day of Absence Check' students may be contacted at home by office via text message/ phone call
- 4 Every **2 weeks** the Heads of Year will look at percentage figures for each tutor group and recognise the tutor group with the highest attendance
- 5 Every **2 weeks** each Head of Year meets with the Education Social Worker and Attendance Office attendance to address all students with attendance below 97% and review and confirm actions. Phone calls, letters and parental meetings will then be actioned by the attendance team raising the concern

Truancy Checks

Can take place throughout the day through Arbor – Heads of Year should set up monitoring groups in Arbor and check on a lesson by lesson basis. The Attendance Officer contacts parents and carers between 9.00am – 10.30am.

Attendance Planning Meeting


In cases of very poor attendance where the academy is about to initiate legal proceedings, parents/carers will be invited to an attendance planning meeting with a their daughter's Head of Year, Education Social Worker/ Attendance Officer to clarify reasons for absence, parental responsibilities and the legal process. Further support that the academy can offer will also be outlined.

Glenmoor Academy response to U codes

| Type of Action | Who is responsible? | When does it occur? |
|---|---|-----------------------------------|
| 1. U codes | Attendance Officer | Monitored daily |
| 2. Monitoring by the Attendance Officer | Attendance Officer | Monitored daily |
| 3. Head of Year monitoring of patterns and individual students | Attendance Officer and Head of Year | 2 weekly meetings with ESW and AO |
| 4. Text messages/ Phone Call to parents | Attendance Officer / Education Social Worker (ESW) | On continued U codes |
| 5. Letter is sent out if there is still no improvement. This requests an attendance meeting between the ESW/ AO and HOY | Attendance Officer, ESW and Head of Year | On continued U codes |
| 6. Letter is sent informing of Fixed Penalty fine | ESW and SLT lead for Behaviour and Safety | On continued U codes |
| 7. Issuing Fixed Penalty notice fine | Bournemouth, Christchurch and Poole Council | |
| 8. Failure of Parent/ carer to pay the fine will lead to a warning letter | ESW and Bournemouth, Christchurch and Poole Council | |
| 9. Prosecution made if the parent/ carer still does not pay the fine | Bournemouth, Christchurch and Poole Council | |

Glenmoor Academy response to attendance below 97%

| Type of Action | Who is responsible? | When does it occur? |
|---|---|---|
| 1. Monitoring of students with less than 97% attendance in all year groups | Attendance Officer, Education Social Worker, Heads of Year and Vice Principal (B&S) | Monitored weekly |
| 2. Meeting between Heads of Year and the Education Social Worker and Attendance Officer to explore patterns and evidence for individual students | Education Social Worker, Attendance Officer and Heads of Year | Monitored every 2 weeks |
| 3. 1 st attendance letter sent home for students with attendance at less than 97% | Education Social Worker and Head of Year | When drop below 97% has been identified |
| 4. If there is no improvement as result of the letter 1 or no medical evidence supplied, then a parental meeting is arranged by phone / letter 2 | Attendance Officer, ESW and Heads of Year | 2 weekly after Letter 1 |
| 5. If there is no improvement as result of the parental meeting, a Penalty Notice Warning Letter (letter 3) is sent. A Parental Order is signed along with a Student Attendance Agreement | ESW and Head of Year and Vice Principal (B&S) | 2 weeks after parental meeting |
| 6. A three-week Penalty Notice Warning Letter review period will be put in place to allow an improvement in attendance to be shown. At least 97% attendance is expected during the three-week review period | Check of three-week review period progress will be made by ESW, Head of Year and Vice Principal | |
| 7. If no improvement in attendance shown during Penalty Notice Warning review period, Penalty Notice fine to be requested through the Local Authority | ESW, Head of Year, Vice Principal (B&S) and Bournemouth, Christchurch and Poole Council | |
| 8. If there is no improvement as result of Penalty Notice Fine or the fine is not paid to the Local Authority, legal prosecution to be initiated and submitted to Local Authority | ESW and Vice Principal (B&S) and Bournemouth, Christchurch and Poole Council | |
| 9. Submit to Magistrates Court. | Bournemouth, Christchurch and Poole Council | |

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| Date of last review | July 2020 | Review period | 1 year |
| Date of next review | July 2021 | Author | L Lima |
| Type of policy | Statutory | Approval | LGB |
| Vice Principal Behaviour, Attendance & Safety. | L Lima |  | |