

# Attendance Policy

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Responsible Officer	Deputy Head Teacher Family Liaison and Attendance Woker

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# ATTENDANCE POLICY

## 1 Introduction

Hope Wood Academy is committed to providing a full, effective and efficient education to all students (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all students feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

This policy contains within it the procedures that the school will use to meet its attendance targets.

## 2 School Procedures; daily absence

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Head of Academy or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### 2.1 Lateness

The morning registration will begin at 8.50am

Morning registers will close at 9.30am

Morning registration will take place at the start of school from 8.50 am. The registers will remain open for 45 minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 13.10 pm

The registers will close at 13.30 pm

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

## 2.2 First Day Absence

Parents/ Carers will be expected to contact the school office and leave a message stating the name of the student and a full explanation for the reason for absence. This will be recorded on the absence contact sheet to ensure all relevant details are collated and the parent feels supported by school if they require any additional support. To ensure that our students are located and are safe we will:

1. If a call has not been received by 9.30am (register close time) an 'N' will be recorded in the register.
2. The attendance administrator will contact the parent/carer by telephone to establish the reason for absence. Information will then be relayed to Family liaison and Attendance worker, who is responsible for monitoring attendance.
3. If contact cannot be established in the first instance a text message will be sent out asking parents and carers to contact the academy without delay.
4. Failing contact by 10:00 am, the academy's Family Liaison Officer will attempt contact once more and record the response on the register.
5. First day absence response to no contact is as follows (home risk identified by family liaison officer and Designated Safeguarding Lead):

Low risk (Student / family not a cause for concern with safeguarding or family liaison and attendance officer)	High risk (Student / family is of concern to safeguarding lead and/or family liaison and attendance officer)
<ul style="list-style-type: none"> <li>• If the home address is identified as low risk, procedures 1 to 4 will be followed on day 2.</li> <li>• If no contact can be made on day 2, the Designated Safeguarding Lead will determine appropriate staff to perform a home visit on that day. *</li> </ul>	<ul style="list-style-type: none"> <li>• If the home address is identified as high risk, a visit to the home will take place the same day to ensure that our students are safe.</li> <li>• The Family Liaison Officer will report back any concerns to the senior leadership team and the designated safeguarding lead and the event will be logged onto CPOMS. *</li> <li>• If high risk, then a welfare check from Police will be requested by the Designated Safeguarding Lead/Deputy should a home visit be unsuccessful in determining the location and/or welfare of the student.</li> </ul>

\*If no contact made at the family home, attendance card is left (see Appendix 6)

Local Authority safeguarding policy and practice will be followed should no contact be made during home visits.

## 2.3 Absence notes

Notes received from parents explaining absence should be passed to K.Patterson, Attendance Administrator, to be added to register notes and daily absence report.

### 3. Missing child protocol

Our students will on occasion, because of their complex needs, attempt to leave the class and/or school site without permission. In order to minimise risk and keep our students safe we follow the Missing Child Protocol (see Appendix 1).

### 4 School procedures; Daily routines

As students arrive to school independently and through arranged transport there is a system that enables Hope Wood Academy to track and register our students' entry into and out of school. Many year 11s are able to access the shops in our local community during dinner break as an earned reward, directly linking to the rewards system. Therefore, we have built into the school day a range of procedures that ensure our students are safe when in the community and on their return. Hope Wood Academy registers students during session 1 (before 9.30am) and circle time (before 1.30pm). The following appendices provide an overview of our procedures:

4.1 Morning registration procedures (Appendix 2)

4.2 Absent from lesson and/or leaving school site procedures (Appendix 3)

4.4 Break and lunch time safeguarding and attendance procedures (Appendix 4)

4.5 End of school day procedure (appendix 5)

### 5 Leave of absence in term time

Families are encouraged not to take their children out of school for family holidays or trips abroad during term time. Any absence request in term time will be reviewed by the Head of Academy and only approved in exceptional circumstances.

Requests for leave of absence during term time should be made to the Head of Academy in writing. Each request will be judged on a case by case basis (Leave of Absence, appendix 7).

6 Identified students with specific needs (medical, therapy or Special Educational Needs and Disabilities, who are persistently absent (>10% absence), will be supported by the following strategies)

- Daily monitoring of attendance and absence
- Weekly monitoring of attendance and absence
- Weekly SEN team meetings to identify individual concerns and interventions to support attendance documented in SEN Team Minutes
- Half termly detailed analysis of attendance and feedback to the trust
- Recording absence as authorised
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these students and the school
- Provide home visits where appropriate

- Recognise that some students are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school
- EHCP outcomes can be tailored to address specific issues in order to increase attendance
- An Early review of the EHCP process with the Local Authority can be requested to ensure that the specific needs of the young person are being met.

## 7 A Welcome Back

It is important that on return from an absence that all students are made to feel welcome. This should include ensuring that the student is helped to adjust to school's daily routine; catch up on missed work and brought up to date on any information that has been passed to the other students.

## 8 Attendance Targets

The school will set attendance targets each year. The Head Teacher will be responsible for monitoring attendance against target.

Our school target is 95%

## 9 Rewards

Good attendance (>95%) is rewarded, both individually through half termly events and as tutor groups through group certificates and rewards.

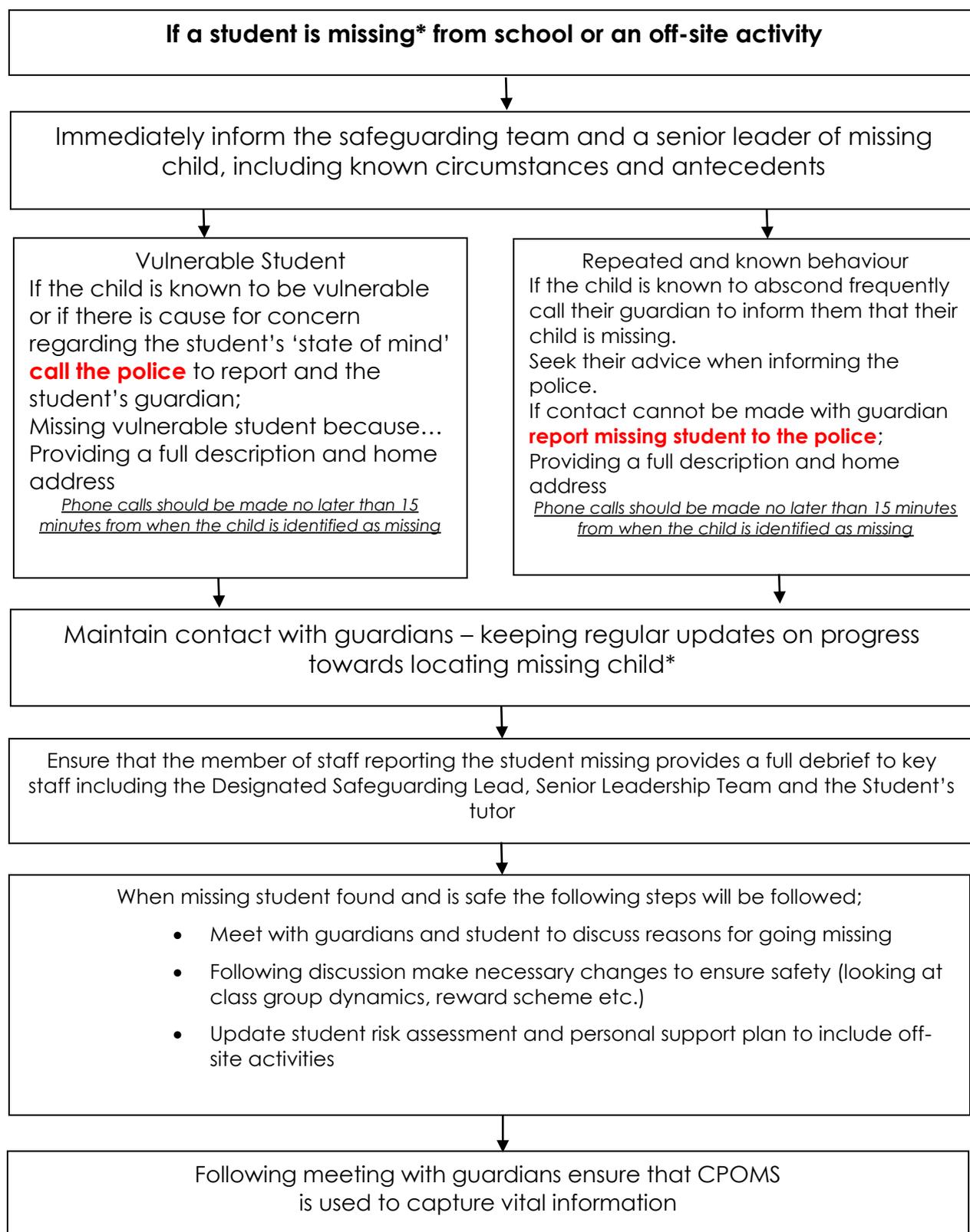
## 10 The registration system

The School will use SIMS registers for keeping the school attendance records.

The following national codes will be used to record attendance information.

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 <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc.)	Authorised absence

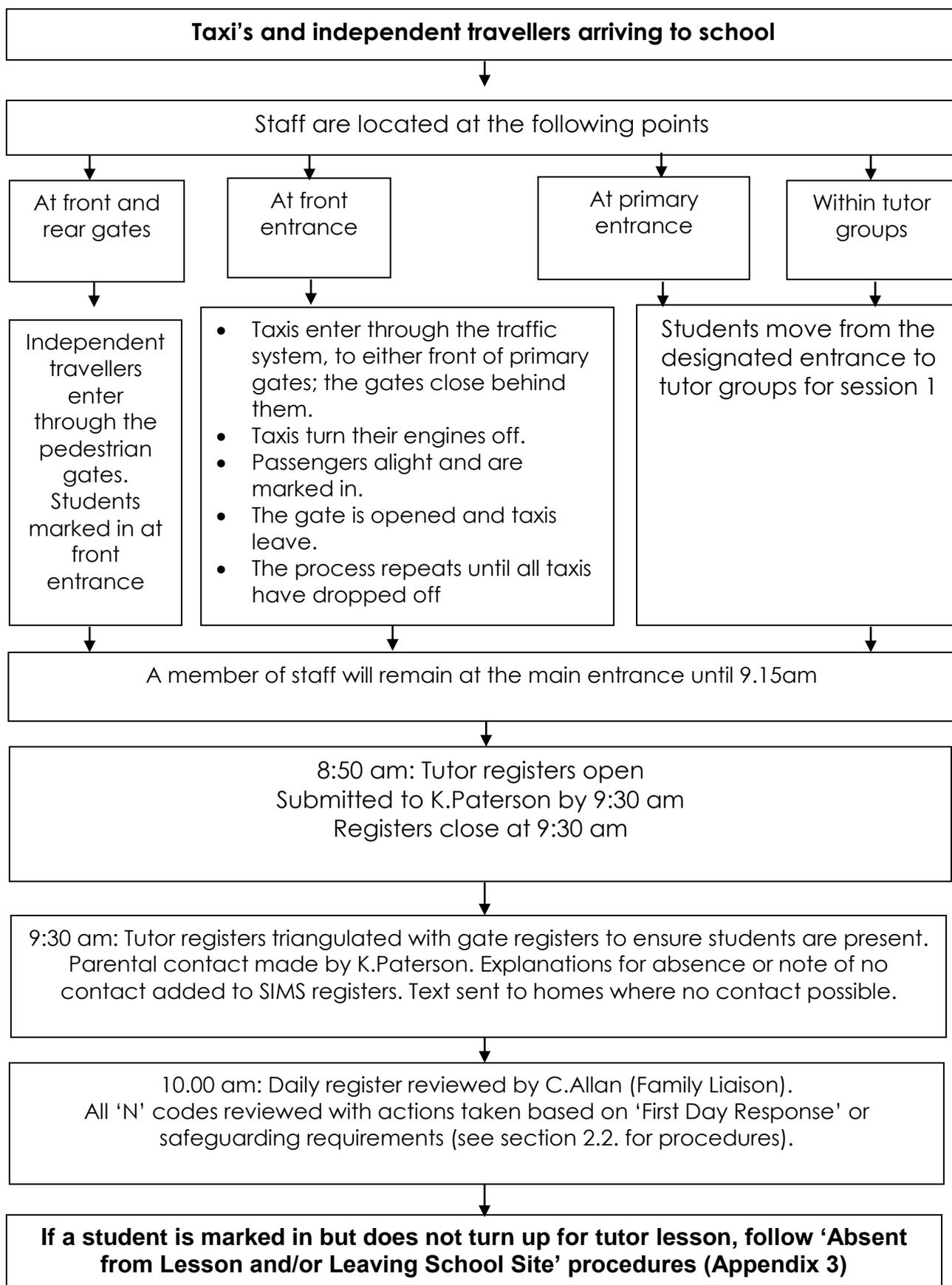
	appointments)	
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances



\* Missing refers to a child that has taken themselves

## Appendix 2

## Morning Entry Registration Procedures



## Appendix 3

## Absent from lesson and/or Leaving School Site procedures

If a child has been marked present at the start of the day but is absent in your lesson take the following steps;

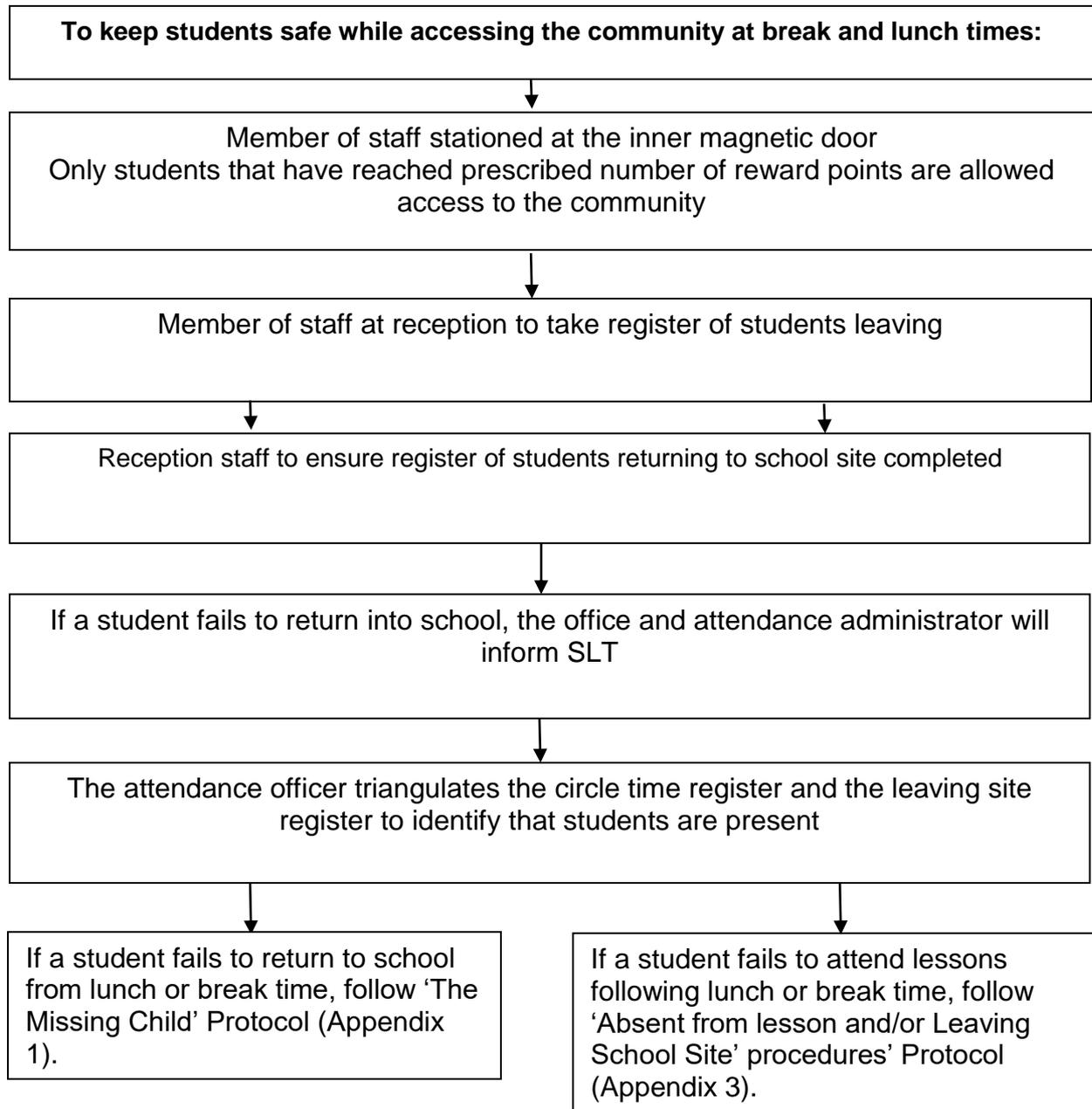
- Support staff to search for missing student initially and return them to lesson.
- If support staff cannot locate missing student, inform the office immediately.
- SLT will be advised of the above by the office.

Student found on school premises – returned to classroom to catch up on work missed and lesson points reflect time missing.

Student cannot be found follow **'Missing Child Protocol' (Appendix 1)**.

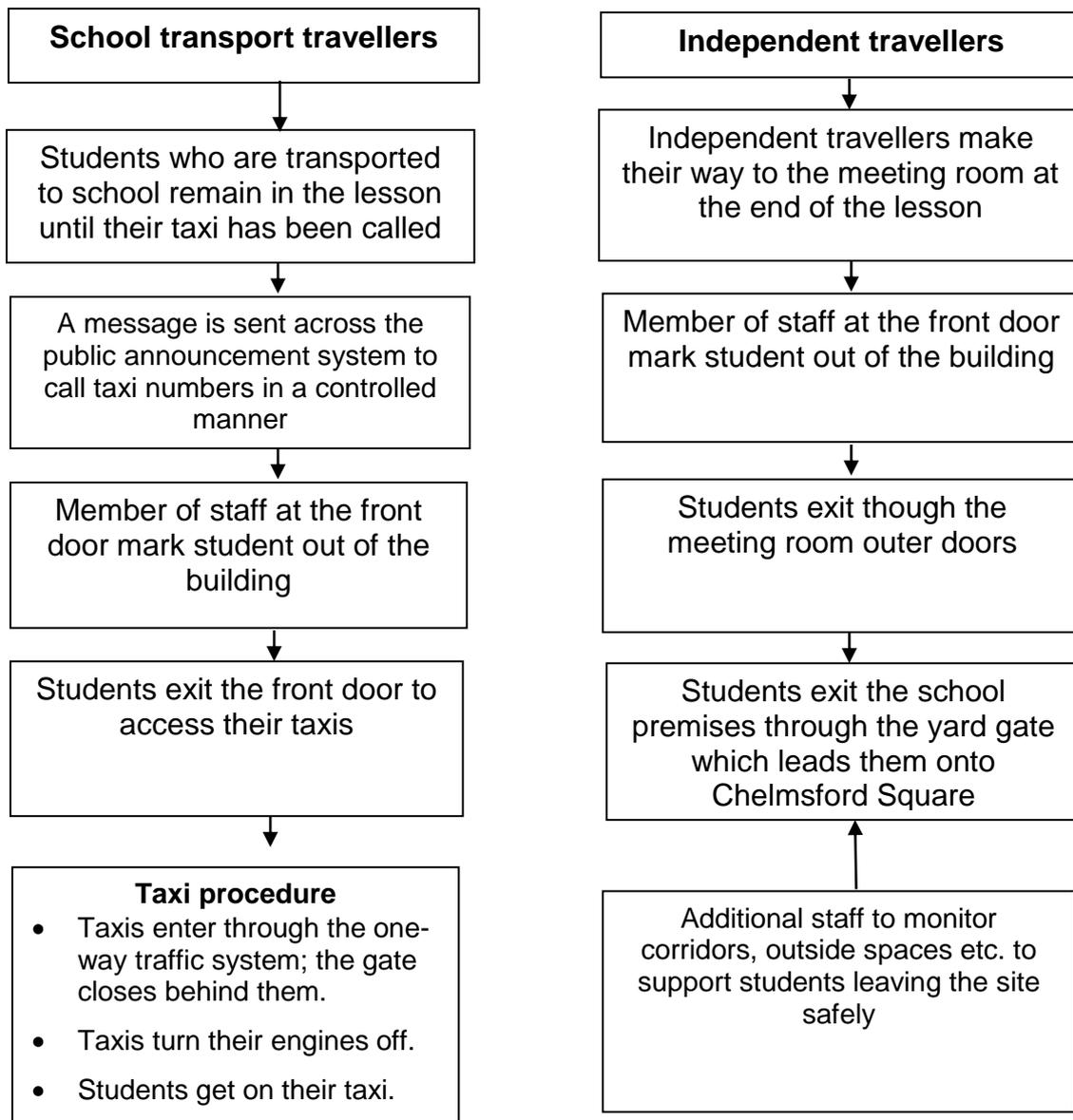
## Appendix 4

## Break and lunch time Safeguarding and Attendance procedures



## Appendix 5

## End of school day procedure



## Appendix 6

## Contact card

 
<p>I called at .....on.....</p> <p>However, there was nobody available to speak to. Please call me back at school within 24 hours as we may need to liaise with external agencies to locate the whereabouts of this student.</p> <p>Regards Faye Spanton Family Liaison Tel no: 0191 569 1420 Mobile: 07769 205410</p> 
<p>T: 0191 569 1420 F: 0191 527 3320 E: <a href="mailto:hopewood@ascenttrust.org">hopewood@ascenttrust.org</a> W: <a href="http://www.hopewood.org.uk">www.hopewood.org.uk</a> W: <a href="http://www.ascenttrust.org">www.ascenttrust.org</a></p>
<p><small>The Ascent Academies' Trust, Weymouth Road, Chapelgarth, Sunderland, SR3 2NQ   Registered in England   Company Registration no. 08098007</small></p>

# Appendix 6

# Leave of Absence form

## Application for pupil leave of absence in exceptional circumstances during term time



Name of pupil(s):

Class(es):

Address:

Telephone no:

I request permission for my child to be absent from school

From..... To ..... Total school days.....

**Exceptional circumstances for request:**  
*(this section must be answered in full and against stated criteria)*

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would to be evidenced by the production or confirmation from the organisational/ company.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided eg. Letter from doctor/ social worker
- When a family needs to spend time together to support each other during or after a crisis

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Signature of parent/carer ..... Date.....

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For School use only

Seen by Head Teacher (signature) \_\_\_\_\_ Date \_\_\_\_\_

Decision reached \_\_\_\_\_

Date reply returned \_\_\_\_\_