

Hayle Academy

Student Attendance Policy



Introduction

This document is a statement of the aims, principles and strategies for provision of children at Hayle Academy

LA guidelines have been taken into consideration in the formulation of this policy and it has been developed through a process of consultation between all members of the academy: teaching and support staff, parents and Governors.

Ethos

1. Hayle Academy is committed to providing a full educational experience for ALL students.
2. We believe that, if students are to benefit from a broad and balanced curriculum in which they achieve their full potential, good attendance is crucial. Any problems that impede full attendance will be identified and addressed as quickly as possible.
3. It is the policy of the academy to celebrate achievement. Good attendance is proven to be a major factor in high achievement. Therefore, the academy will actively promote and encourage 100% attendance from all our students. **See Appendix A**
4. We give a high priority to conveying to parents the importance of regular and punctual attendance. We recognise that parents have a vital role to play in this and that there is a need for partnership and effective communication between home and school. We will be available to support parents if necessary and will provide encouragement and a good example to all stakeholders.

If there are problems which affect a student's attendance, we will investigate, identify the cause and work together with the Education Welfare Officer to resolve those problems as quickly as possible. We will also adopt a clearly focused approach aimed at returning the student to full attendance at all times.

5. Holidays: The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.
6. The Department of Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the necessary form, available from Student Reception. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

In the case of an unauthorised absence the Education Welfare Services may be notified and a Penalty Notice may be issued. Please note that a Penalty is issued to each parent for each child taken out of school. A Penalty Notice carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. If the fine is not paid after 28 days, it may result in legal action being taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996

Students are advised to liaise with subject teachers to ensure that all work missed is caught up.

Principles

Hayle Academy will:

- Demonstrate a strong attendance ethos.
- Ensure that ALL members of staff are aware of our registration process and correct procedures for marking of daily registers.
- Ensure the staff, students and parents understand the circumstances in which we will or will not authorise absence.
- Ensure that all staff understand the registration code procedure.
- Ensure that the academy always has up to date contact details for each family.
- Complete accurate registers with the correct coding for every lesson.
- Provide an absence hotline with a direct telephone number and answer phone facility to enable parents to contact the school easily to explain absence.
- Encourage parents/carers to contact school as early as possible on the first day of absence and ensure they are aware that they will receive a telephone call from the Attendance Officer if they have not done so or a letter if we have been unable to make contact.
- Promote positive staff attitudes to students returning after an absence.
- Liaise with Education Welfare Service in developing and maintaining our Attendance Policy.
- Evaluate weekly, our attendance percentages and procedures.
- Celebrate monthly class attendance figures by means of a competition and offer rewards. Hold reward assemblies to congratulate individuals.
- Engage with parents to improve their child's attendance.
- Strongly discourage parents from taking family holidays in term times. If parents still decide to take their child on holiday, they are required to fill in a holiday form. **See Appendix C**
- Discuss individual attendance at consultation evenings as a matter of course. An up to date print out of these rates will be available. We will also comment on attendance in annual reports.
- Work towards all students feeling valued and supported and send a clear message that if a student is absent he/she will be missed.
- Have a procedure in place enabling returning students to catch up on learning and re-integrate with the school.

- Offer alternative/flexible curriculum provision for students who are disaffected and may benefit from such help.
- Offer a CAF or Pastoral Support Plan Meetings for students with long term attendance difficulties.
- Positive rewards for good attendance so that students and parents are left in no doubt as to the value put upon this by the school community. **See Appendix A.**

Procedures

1. If there is no contact from parents on the first day of absence, a telephone call will be made by the Attendance Officer to alert parents to the absence and request an explanation. If we have been unable to make contact or leave a message, further text messages will be sent. If the school has heard nothing in three school days, a letter will be sent home requesting an explanation. If nothing has been heard within two weeks, the absence will be marked as unauthorised.
 2. Every week the Student Support Officer and the Educational Welfare Officer will meet to discuss and review students with less than 90% attendance. Letters of concern are sent to parents as appropriate.
 3. If attendance falls below 90%, parents may be invited to attend an Attendance Clinic and students will be placed on a Persistent Absence Report. Students will then meet regularly with the Attendance Officer or the Student Support Officer to discuss reasons for absence, set targets to improve attendance and offer any support that may be necessary. Consideration may be given to initiating a TAC or PSP and put in additional supportive strategies to address any further issues.
 4. If absence continues a referral will be made to the Education Welfare Officer. The following framework is then in place.
 - A request for medical evidence to cover all ill health absence may be made.
 - First Warning letter will be sent after more than 20 unauthorised absences in 100 sessions.
 - An Education Planning Meeting will be held if there is a further 10 unauthorised absences.
 - Final Warning issued after another 10 unauthorised absences.
 - Followed by Court proceedings.
- **Appendix A: Rewards for Good Attendance**
 - **Appendix B : Possible Sanctions for Poor attendance**
 - **Appendix C: Holiday Request Form**

Adopted: Autumn 2017

Review: Autumn 2018

Appendix A: Rewards for Good Attendance

- Monthly form competitions for the best attending forms in the Year Group.
- Weekly Merit Marks for all students who attend daily and punctually.
- Half termly 100% attendance certificates issued in rewards assemblies.
- PA students seen regularly and congratulated for improved attendance.
- End of year activities and trips for those with good attendance and behavior.

Appendix B – Possible Sanction for Poor Attendance/Punctuality

- Consideration of withdrawal from Year Trips/Rewards
- Loss of privileges eg break and lunchtimes
- Inclusion – when appropriate for proven truancy.
- Truancy Report – for proven truancy

