



*Reviewed: 3 October 2017*

## **Ark Globe Academy Attendance Policy**

**Scope of Policy:** This policy applies to all students of compulsory academy age at Ark Globe Academy and will be used to inform attendance practice in relation to sixth form students.

### **Key Requirements/ Legal Duties**

By law, all children of compulsory academy age (5 to 16) must receive a suitable full-time education. Parents have a legal responsibility to make sure this happens - either by registering their child at an academy or by making other arrangements to give them a suitable, full-time education. As a last resort, schools and local authorities have legal powers to deal with poor attendance.

The Academy seeks to operate in ways which maximise student potential while supporting parents in meeting their legal requirements.

The Academy fulfils its responsibilities in respect of taking a morning and afternoon session registration; of being open for the required 190 student academy days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

### **Key Principles**

- Students at the Academy have the right to the best possible education
- In order for students to access the best possible education, a high level of attendance is essential
- Students' ability to stay and feel safe, enjoy and achieve and to make a positive contribution may be jeopardised by poor attendance

### **Context**

Ark Globe Academy endeavours to provide a safe learning environment in which students can feel and be safe, enjoy and achieve. The Academy acknowledges the proven correlation between high level attendance and student outcomes. The Academy's attendance policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal Academy procedures do not result in good attendance, a range of further measures, including legal action, have to be considered.

### **Aims of the Policy**

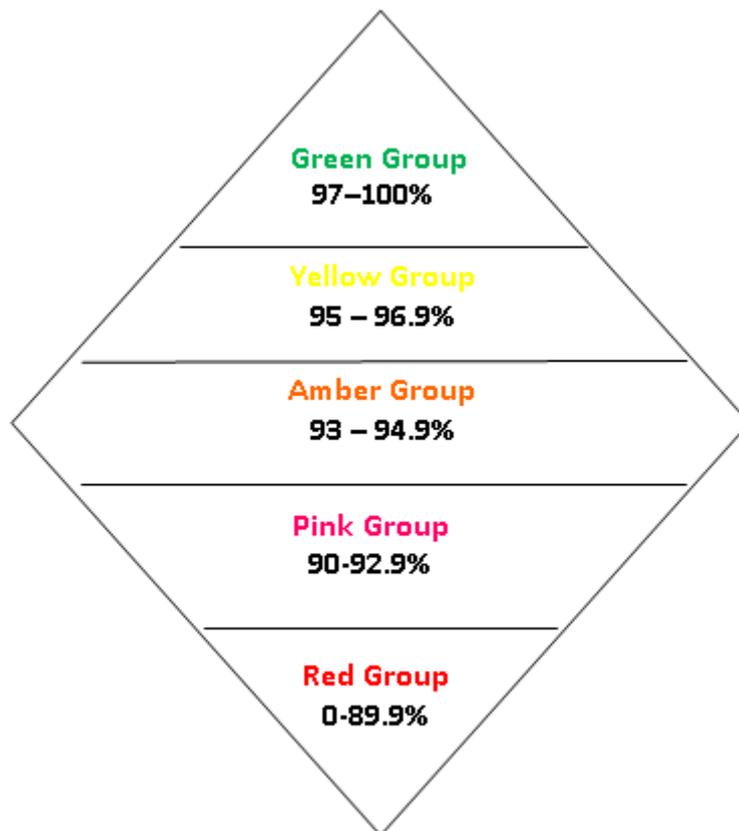
- To increase overall Academy attendance to 97%

- To raise the profile of the importance of high level attendance among students, parents and other staff
- To outline a procedure for monitoring attendance and punctuality and intervention strategies
- To eradicate persistent lateness
- To explain the legal processes for persistent lateness and absence

### Attendance Practice

Improving attendance is a whole academy initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of academy staff.

The diagram below highlights the whole academy approach to attendance monitoring and intervention. This is led by the Heads of School who work with their teams of staff to monitor and improve attendance, while raising the profile and emphasising the importance of attendance at individual and whole academy level.



**Green: No Concern**

**Yellow: Concern**

**Amber: Risk of Underachievement**

**Pink: Severe Risk of Underachievement**

## **Red: Extreme Concern**

### **Positive Reinforcement**

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, the Academy uses a range of rewards and positive reinforcement strategies.

As appropriate to student age these include:

- Display of individual attendance
- Display of Learning Family attendance
- Certificates
- G points
- Mention in assemblies
- Achievement Assembly prizes
- Letters home

### **Attendance Monitoring and Intervention**

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern.

The principles underpinning the model will be used to promote consistency both across the different year groups of compulsory academy age and within each year group. In summary these are as follows:

- The attendance statistics for every student at the Academy will be displayed weekly by Student Administration Staff
- Attendance matters will receive positive reinforcement in assemblies
- The Learning Family Lead is responsible for the overview of attendance in their group; however they are supported by other staff from parents in Partners at weekly attendance meetings.
- Green 97 - 100% and Yellow 95 - 96.9% - The Learning Family Lead during Learning Family time has responsibility for praising students in the green group for high attendance and encouraging and supporting improvement for students in the yellow group through monitoring, dialogue with the student and recognising improvement
- Amber 93 - 94.9% - The Learning Family Lead will be supported by the Dean of Students with this group of students.
- Pink 90 - 92.9 and Red 0-89.9% - The Learning Family Lead and Dean of Students will be supported by the wider Student Services Team including GPS and Inclusion staff. As this attendance percentage falls below the Government Persistent Absence target it may be necessary to refer the poor attendance to the Education Welfare Officer and Legal Services at the Local Authority. They may wish to work with parents/carers to improve the

attendance of the students in the red group. This includes taking legal action where required.

To support this process the Deans of Students will hold weekly, attendance meetings for each year group in which all students are monitored and banded in relation to their attendance percentage. In these meetings the attendance of students whose attendance is declining will be reviewed. A series of actions to support improvement will be agreed, delegated and recorded.

Attendance below 90% is considered a very serious matter at Globe Academy and a child with less than this is called a Persistent Absentee.

### **Education Welfare Service**

The Education Welfare is a statutory service and a legal requirement. Education Welfare Service involvement is usually triggered by an unacceptable level of:

- Unauthorised absence
- Persistent absence
- Lateness

### **Authorised and Unauthorised Absence**

If a student is absent from the Academy, it is vital that a parent contact the Academy before 8:30am to provide the reason for absence. This should be by telephone to Student Services in the first instance supported by a written note on the student's return.

Absence can only be authorised where there is good cause. If no adequate reason for absence is provided, attendance will be recorded as unauthorised. The decision and authority to authorise an absence lays with the Academy in accordance with The Education (Pupil Registration) Regulations 1996. Parents cannot authorise absence. Where deemed necessary, the Academy reserves the right to request medical evidence to support absence due to illness.

### **Punctuality**

It is the Academy's responsibility to provide the best education possible. This can only be achieved if a student attends regularly and punctually. The Academy expects all students to arrive at the academy, registrations and sessions on time. Poor punctuality is not acceptable. A student arriving late will disrupt not only their own continuity of learning but also that of others. Occasional lateness to the academy or lessons will result in short detentions; patterns of lateness over a period of time will result in further follow up investigation and action.

All students should arrive at the Academy by 8.20 ready to line up outside Learning Family Classrooms at 8.25am. Learning Family Time begins at 8.30am.

### **Avoiding Holidays and Appointments during Term Time**

In order to maximise individual achievement, parents should avoid making routine appointments for students during the academy day or taking family holidays during the term time period.

In line with the recommended Department for Education guidance, **the Academy will not authorise any leave of absence or holiday during term time, except in the most exceptional circumstances.**

Parents should be advised that absence without the consent of the Academy will result in further action and sanctions including a Penalty Notice.

### **Legal Action**

All parents have a legal responsibility to ensure their child attends the Academy on a regular and punctual basis. Should any student's attendance or punctuality become a concern, they will be subject to an Education Welfare referral. The Academy and Southwark Local Authority will work in partnership where legal action is required.

Legal action includes:

- Penalty Notice (From 2014): A Penalty Notice may be issued for each student who has unauthorised absence or lateness. The penalty is a £60 fine, if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42 day period, a prosecution will be sought.
- Prosecution for unauthorised absence: It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at the Academy. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months.

Any prosecution will appear on a criminal record.

### **Supporting and Working with Parents**

In order to support parents in meeting their legal requirements and to maximise individual student attendance, the Academy seeks to keep parents/carers informed of their child's attendance and to actively involve parents on attendance issues. Methods include:

- Daily phone calls home for unexplained absence
- Unexplained/unaccounted for absence letter (Appendix 5) and text message asking for reasons
- Escalating letters warning of concerns (Appendix 1-4)
- Parental meetings
- Active involvement by staff
- Attendance percentages included on student reports and reported annually
- Discussion at Parents' Meetings/Evenings

### **Monitoring, Evaluation and Review**

Working in collaboration with relevant staff, the Vice Principal with responsibility for Inclusion will monitor the implementation and effectiveness of this policy; review it annually and submit a termly attendance report to the Governing Body. The policy will be promoted and implemented throughout the academy.

## **Attendance Routines for Staff**

### **Learning Family Leads**

To be responsible for the students in their Learning Family and for ensuring they attend regularly and punctually.

To receive the Attendance Tracker by email at the beginning of each week from Deans.

To review their group and notes students with improved or declining attendance.

To share the weekly Attendance Tracker information with their group and reviews progress against the tutor group attendance target.

To ensure students record their weekly attendance in their Planner.

To praise students with improved attendance.

To speak to each student with declining attendance in order to establish concerns and to ensure the attendance improves. To resolve issues (or ensure the student receives support) to ensure this happens.

A similar process should occur where there are concerns about punctuality.

### **Deans of Students**

To be responsible for the students in their Small School and for ensuring they attend regularly and punctually.

To be responsible for the Line Management of the Learning Family Leads.

To be responsible for monitoring the taking of registers in Learning Family Time. To ensure Learning Family Leads have accurate and up to date information in attendance, and can access the tracker.

If attendance continues to decline after intervention from the Learning Family Lead, the Dean must ensure the following happens after an initial discussion with the student:

- Telephone call home from Learning Family Lead to discuss the concerns with the parent
- Discussion with the Dean
- Parental meeting if telephone call has not resulted in improvement

To monitor the Attendance Tracker on a weekly basis, noting concerns and successes. (Together with Deans of Students, Heads of School and Inclusion staff.

To discuss every student with declining attendance at weekly attendance accountability meetings for the Small School and to agree an appropriate escalating action.

To review the following week for impact. To liaise with Learning Family Leads to agree actions and ensure appropriate follow up.

Where Learning Family Leads actions are unsuccessful, the Dean will speak to the student, telephone the parent and if necessary request a parent interview.

Staff at the weekly attendance accountability meetings (Deans and Heads of School) will decide on appropriate escalations, support and referral to outside agencies.

To conduct home visits as and when required.

### **Heads of School**

To be responsible for Line Management of Deans

To ensure attendance is a standing item on agenda when meeting Deans

To chair Attendance Panel Meetings for students within their Small School

To provide challenge and support for Deans in monitoring attendance and punctuality

To ensure strategic and focused intervention work takes place for individuals and groups where attendance presents concern.

### **Head of School with Strategic Responsibilities for Attendance**

To be responsible for implementing strategies to support and improve attendance on a whole school basis

To raise the profile of attendance across the Academy

To implement rewards for attendance and punctuality

To monitor, evaluate and review the impact of rewards for attendance and punctuality

### **Vice Principal-Inclusion**

To have a strategic overview of attendance and punctuality

To meet with Heads of School to discuss attendance concerns in line with Academy targets.

To carry out disciplinary action where necessary when staff have repeatedly failed to take registers accurately and regularly

### **All Staff**

To model the highest standards of attendance and punctuality

To ensure that registers are taken routinely during every lesson

To reinforce with students the link between attendance and attainment

To raise the profile of attendance

### **Attendance officer**

To monitor registers daily, including registers not taken, and pass info to Heads of School and Vice Principal-Inclusion

To provide daily statistics on attendance and punctuality to SLT and Deans

To hold weekly Attendance Meetings with Deans.

To collate and present information for fortnightly attendance meetings and to record action points

To collate and present information for Attendance Panel Meetings, and to record action points

To follow up with parents who regularly fail to notify the Academy of reasons for absence

### **Student Administration Team**

To manage absence texts and attendance line- pick up messages and enter relevant codes.

To contact home on a daily basis before 10am if an absence is unexplained.

To input absence codes once reasons are confirmed.

To send texts daily to parents of absentees and students who arrived late

To provide a list of calls with no response to Year Leaders

To update weekly attendance displays on boards outside Small School offices.

To send escalating letters warning parents of concerns

To ensure students and parents are notified of term end and start dates via text message, newsletter and website.

To be responsible for on and off-rolling students

### **Data Manager**

To provide weekly Key Performance Indicator data to SLT, Deans and Heads of School.

To run the attendance tracker every Monday.

To provide half-termly attendance and punctuality reports for ALT and Governing Body.

To oversee the data systems relating to attendance and punctuality and resolve any functional issues which occur.

«Parental\_Salutation»

«Number» «Street»

«Town»

«Postcode»

07 September 2017

Dear Parent(s)

**Re: «Legal\_Forename»«Legal\_Surname» <<Learning family>> - Attendance 1**

**Registered pupil at Globe Academy**

Ark Globe Academy is committed to providing a full and efficient education to all. We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance is essential.

**I am drawing your attention to the fact that «Legal\_Forename»'s attendance has fallen without a valid reason.** At the moment, <<Name>>'s attendance is \_\_\_\_%. Regular attendance is not just a legal requirement, but it is vital for pupils to maximize their learning, and achieve full potential here at the Academy. It is very important that you speak with «Legal\_Forename» about my concerns and stress the importance of regular attendance. «Legal\_Forename» must embed good habits of attendance and punctuality in order to make the most of educational opportunities at the Academy.

**Good attendance is very closely linked to high attainment. When your child is absent they miss essential on which they are unlikely to catch up. In an academic year, students at 90% will have missed the following:**

**19.5 days = 4 weeks = 120 lessons**

If you wish to discuss this matter further, or are experiencing any difficulties in relation to «Legal\_Forename»'s attendance at the Academy, please do not hesitate to contact me at the number above.

Yours faithfully

<<Name>>

**Dean of Students**

<< School>>

«Parental\_Salutation»

«Number» «Street»

«Legal\_Surname»

«Town»

«Postcode»

DATE:

Dear Parent

**Re: «Legal\_Forename»«Legal\_Surname» <<Learning Family>> - Attendance 2**

**Registered pupil at Globe Academy**

As you are aware, Ark Globe Academy is committed to providing a full and efficient education to all, and encourages all students to aim for excellence. For a student to reach their full educational achievement, a high level of attendance is therefore essential. I am drawing your attention to the fact that «forename»'s attendance has fallen further without a valid reason. In view of this, I have scheduled an appointment on the date below to discuss «forename»'s attendance.

Date of Meeting:

Time of Meeting:

If this time is inconvenient, please contact me to arrange a more suitable time. Please be aware that you may be required to provide medical evidence to support any future absences. This can either be a Doctor's letter or stamp, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

I look forward to meeting with you, and organising a package of support of support to address «forename»'s attendance concerns.

Yours faithfully

<<Dean name>>

**Dean of Students**

<<Insert School>>

«Parental\_Salutation»

«Number» «Street»

«Legal\_Surname»

«Town»

«Postcode»

DATE:

Dear Parent

**Re: «Legal\_Forename»«Legal\_Surname» <<Learning Family>> - Attendance 3**

**Registered pupil at Globe Academy**

I am writing to express further concerns for «forename»'s attendance at Globe Academy. Since meeting with «forename»'s Dean of Students and completing an Attendance Plan, «forename»'s attendance has not improved. This is disappointing. In view of this, I have scheduled an appointment on the date below:

Date of Meeting:

Time of Meeting:

Please be aware that you are still required to provide medical evidence to support any absences. This can either be a Doctor's letter or Doctor's card, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Furthermore, I must make you aware of your legal duties. You have a legal responsibility to ensure that «forename» attends Ark Globe Academy on a regular and punctual basis. **It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at the academy. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

Yours faithfully

<<Head of School Name>>

<<Name of School>>

«Parental\_Salutation»

«Number» «Street»

«Legal\_Surname»

«Town»

«Postcode»

DATE:

Dear Parent

**Re: «Legal\_Forename»«Legal\_Surname» <<Learning Family>> - Attendance 4**

**Registered pupil at Globe Academy**

I am writing to express further concerns for «Legal\_Forename»'s attendance at the Academy. Since our meeting, attendance has not improved, which is extremely concerning. I enclose a registration certificate for your information.

I must again remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of «Legal\_Forename» to ensure the receipt of efficient full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. The Academy is not aware that you are making any alternative provision for «Legal\_Forename»'s education nor of any other lawful reason why he is not attending the «Legal\_Forename»'s regularly as required.

**It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I therefore now write to advise you that unless there is an immediate and sustained improvement in «Legal\_Forename»'s attendance at the Academy, legal proceedings will commence against you without further reference to yourself.

I have scheduled a Final Attendance Panel Meeting on the date below. Members of our Governing Body and Academy Leadership Team may be present at the meeting. Should you not attend this meeting, the meeting will be held in your absence and recommendations made.

Date of Meeting:

Time of Meeting:

Please be aware that you are still required to provide medical evidence to support any absences. This can either be a Doctor's letter or Doctor's card, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Yours faithfully

**Mr R Bonser**

**Vice Principal – Student Wellbeing and Development**

<DATE>

Dear Parent(s)

**Re: Communication with the Academy regarding student absence**

I notice from our records that we have had to contact you on more than one occasion to ascertain the reason for <Student name>'s absence from school.

It is crucial that you contact the Academy before 8:30am if your child will be absent from school that day. Please contact the school on 020 7407 6877 before 8:30am, stating clearly your child's name, Learning Family and the reason for absence. Please ensure that you provide any medical documentation as appropriate on your child's return to school e.g. Prescription, Doctors appointment card.

**Please be advised that if you do not notify the Academy using the correct procedures as outlined above, the Academy is obliged to pursue the matter urgently as a student safeguarding issue.**

Thank you for your support in following the procedures above and notifying us of any absence promptly.

Yours sincerely