Attendance Policy
2020-2021

Policy Version & Issue Date	Version 2 October 14th 2020
Electronic copies of this plan are available from	Armfield Academy Blackpool
Hard copies of this plan are available from	Armfield Academy Blackpool
Date of next review	October 2021 (as required)
Person responsible for Review	M Kilmurray / G Fletcher / J Webster

Philosophy

Armfield Academy is committed to providing a full and efficient educational experience to all students. We believe that if students are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our academy to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Armfield Academy will actively promote and encourage 100 per cent attendance for all our students.

Armfield Academy will give a high priority to conveying to students and parents the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a student's attendance we will investigate, identify and strive in partnership with parents and students to resolve these problems as quickly and efficiently as possible. We will adopt a clearly, focussed, approach aimed at returning the student to full attendance at all times.

PRINCIPLES

Armfield academy will:

- Ensure that all staff are aware of the registration procedures, registration regulations and education law.
- Complete electronic or paper registers accurately at the beginning of each morning and afternoon session.
- Stress to parents/carers the importance of contacting staff early on the first day of absence.
- Display attendance rates around the school and reward good and improved attendance of all students.
- Set targets for attendance as outlined in the attendance action plan.
- Promote the role of the form tutor/class teacher in monitoring and rewarding good attendance for students in their form / class.
- Promote positive staff attitudes to students returning after absence. Consult with all members of the school community and the PWO service in developing and maintaining the whole school attendance policy.
- Ensure regular evaluation of attendance procedures by Senior Leaders and the school governors.
- Include attendance and related issues in the newsletters sent to parents and students.
- Report to the Governors at least termly.

- Work towards ensuring that all students feel supported and valued. We will send a clear message that if a student is absent, she/he will be missed.
- Have in place procedures that will allow absentees to catch up on missed work without disrupting the learning of others.

PROCEDURES

If no contact is received from the parents/carers of an absent student on the first morning of absence we will:

- Contact the parent by telephone.
- Send a letter if an explanation has not been received after three days of unexplained absence.
- Send out student support workers/PWO to complete home visits.
- After five days of absence the Attendance Manager (AM) will incorporate the student in the fortnightly discussion with the academy.
- After a maximum of 10 days absence, the Attendance Manager will ask the PWO or the Police to call at the student's home. The aim of this being to identify and resolve the difficulties that are preventing the student from attending the school or to safeguard the student. The parents/carers will be made aware of the legal requirements regarding school attendance.
- Initiate an attendance plan for students' whose attendance falls below 95 per cent.
- Attendance targets will be set which will be monitored by form tutor/class teacher with the support of the Phase Leaders/Key Stage Leads, Attendance Manager. The parents/carers will be asked for their support in fulfilling the legal requirements regarding school attendance.
- Help the student's re-integration where a student is returning to school after an absence of longer than two weeks. In the event of a student returning after a long-term absence an individual reintegration programme will be initiated by the Student Support Panel in conjunction with the form tutor/class teacher and the PWO.
- Attendance Manager or Phase Leaders/Key Stage Leads will make a referral to the SSP as appropriate.
- The SSP will adopt strategies that include:

1. Long term absence from school will require the Attendance Manager to be involved in the individual reintegration programme in order to write an effective `Action Plan'.

2. Monitor attendance in lessons via monitoring check e.g. intense lesson by lesson, 2/3 spot checks through the day, 1 spot check daily monitoring.

3. Initial daily contact with parents to `iron out' any problems occurring.

4. `Wake up' calls in the case of truants.

5. Positive rewards integrating into existing rewards scheme.

6. Establishing a good relationship with parent/student in order to provide the support needed for `better' attendance or reintegration programmes.

7. Register with the Phase Leaders/Key Stage Leads or form tutor/class teacher, at the `end' of the day.

8. Reward good and improved attendance through: Attendance rewards, attendance trips and attendance assemblies.

9. Reward good and improved punctuality through: Punctuality rewards and assemblies.

Holidays in term time

Holidays in term time will not be routinely authorised. The school reserves the right to allocate a Penalty Notice to parents for unauthorised student holidays, persistent unauthorised absence, including truancy.

Fast track to Positive outcomes

Armfield Academy, in conjunction with the PWO service, will identify cohorts of students whose attendance is lower than 95 per cent. These students and their families will then form part of the `Fast track' programme. The teacher in charge of attendance will identify this group of students in conjunction with the PWO. They will also be responsible for monitoring their daily attendance in conjunction with the Attendance Manager and represent the school is necessary in order to support the improved attendance of the identified students.

Non routine admissions

Where long term absence from school has been a feature of the student's school history, prior to admission:

The person responsible for admissions will:

• Initiate the appropriate admission for the student, through liaison with the Attendance Manger and Admissions Clerk. This may involve a reintegration plan or referral to support staff.

• Initiate a planning meeting, to be chaired by either themselves or a representative from the Local Authority as appropriate.

• Liaise with both the Phase Leaders and the relevant Pastoral Support Worker to ensure the accurate transfer of information occurs prior to the student being entered on school roll.

• Ensure that the PWO service is involved with the more `difficult' cases.

• Ensure that school records are requested by the office staff and that the information held within the records is distributed by the Admissions Clerk and Attendance Manager to the appropriate member of staff.

The Student Support Panel will:

• Initiate an action plan that will monitor closely the attendance of the student.

• Maintain regular liaison with the family of the student

• Facilitate the appropriate support that a student may need in order to attend school on a regular basis

• Monitor and review attendance for a fixed period of time

• Refer to Pastoral Support Worker if problems still exist after this period of time

Punctuality

Students are expected to arrive at school on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Students who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Pupil Welfare Service.

We are committed to ensuring that students set excellent standards of punctuality and attendance and therefore students in Years 7 and 11 who arrive at school after 8.50a.m. will be issued with a specific Punctuality Detention after school between 3.05 and 4p.m. on the same day as the late arrival. Students will be encouraged to complete any work they have missed. If a student fails to attend or is persistently late, sanctions will be escalated.

Performance

Armfield Academy has been set attendance targets as identified in the school development plan.

When evaluating success the school will consider whether or not:

• Attendance has improved.

• Punctuality has improved.

• Parental response to absences has improved.

• Re-integration plans have been successful.

• The school has been successful in raising the profile of attendance, both within the school, governing body and the local community.

• Students are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the school.

• Attendance issues have been included as topics in school assemblies, P.S.H.E. lessons or as a theme for any other lessons.

PRACTICE

The school will recognise the importance of good practice by:

• Keeping and maintaining registers accurately.

• Maintaining a consistent approach to marking registers

• Regularly analysing attendance data.

• Ensuring prompt follow-up action in cases of non-school attendance.

• Liaising closely with the school's PWO.

• Liaising with multi-disciplinary team

• Recording carefully, all telephone messages.

In order to ensure the success of this policy every member of the school staff will make attendance and punctuality a priority and convey to the students the importance of their education.

Date: September 2018 Reviewed October 2020	Policy/Activity: **Armfield Attendance Policy**		Assessor: GFL Reviewer: JWE

Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	**Disability**	✔	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✔	Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	**Gender**	✔		FCAT Gender Policy
	Females/Males			
3	**Sexual Orientation**			
	Example: Gay, Lesbian			
4	**Gender Reassignment**			
	Gender Reassignment			
5	**Race/Ethnic Group**			
	Example: Black, Asian, Chinese, etc.			
6	**Pregnancy/Maternity**			
	Pregnancy or maternity/paternity			
7	**Marriage/Civil Partnership**			
	Marriage/Civil Partnership			
8	**Religion or Beliefs**			
	Example: Jewish, Muslim, Christian etc.			

9	**Age**			
	Age			

(Blank)