



Attendance Policy 2022-2023

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Electronic copies of this plan are available from	Armfield Academy Blackpool
Date of next review	June 2023
Person responsible for Review	L Parkinson/Keeley Parkinson/ M Kilmurray

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 students are absent, parents/carers are expected to phone the school **daily** (unless agreed otherwise) and leave a message on the absence line, giving an explanation (01253 207702 - Option 1).

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 or text
- Send out student support workers/PWO to complete home visits.

Where we receive no contact, we will record absences as unauthorised.

- After five days of absence the Attendance Manager (AM) will incorporate the student in the weekly discussion with the Pupil Welfare Officer (PWO).
- After 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 continues to decline
- Students at risk of falling into the Persistent Absence category will have absences recorded as unauthorised. Medical evidence will be required to support absences due to illness. This could include appointment cards or photographs of prescribed medication.
- 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.
- In the event of a student returning after a long-term absence, form tutors will work with the Attendance Manager and PWO to support the students' reintegration to school.

- 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 schemes.
 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.

Appointments in school time

The school expects for all routine appointments to be made out of school hours or within school holidays. Only emergency appointments that impact on school attendance will be authorised, provided that the school office is made aware before the appointment, and medical evidence is given to the Attendance Manager.

Holidays in term time

Holidays will be unauthorised for all children. Fixed penalty notices will be utilised for requests of 5 days or more, even if attendance is 100%. As a Trust we expect parents to utilise clear school closure times for holidays. In very exceptional circumstances, holidays may be authorised by the Headteacher.

In the event of children having examinations or representing their team for an extracurricular activity, such as sports or dance, the Headteacher will utilise the discretion of a maximum of 10 days per year. Evidence of such events will be required to support this.

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 may then form part of the 'Fast track' programme. The PWO and

Attendance Manager will monitor the attendance of these children and support with improving this.

Full Cases

Students whose attendance does not improve may be opened as a full case by the PWO. Parents/carers will receive letters from the Pupil Welfare service and are at risk of legal action if attendance does not improve.

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 Manager 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 closely monitor 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

We are committed to ensuring that students set excellent standards of punctuality and attendance. It is very disruptive to their own education and that of others in their class, if they are late. Students who arrive at school after 8.45am will be marked as "Late". Students who arrive after 10am will be marked as "Late (after registers close)". This mark will impact their overall percentage attendance which will result in

a detention for students in Secondary, either during the school day or at the end of the school day, unless the school is satisfied that there is a legitimate reason for lateness. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. If a student fails to attend or is persistently late, sanctions will be escalated.

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.

Performance

Armfield Academy has 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.
- Reintegration 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: June 2022 Reviewed June 2023	Policy/Activity: Armfield Attendance Policy	Assessor: MKI Reviewer: LPA and KPA
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