



Blackpool Aspire Academy

Attendance Policy

Philosophy

Aspire 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 an Academy, 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 Academy career. Aspire Academy will actively promote and encourage 100 per cent attendance for all our students.

Aspire 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-Academy 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

The 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.
- Complete electronic registers at the beginning of each lesson.
- Stress to parents/carers the importance of contacting staff early on the first day of absence.
- Display attendance rates around the Academy 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.
- Promote positive staff attitudes to students returning after absence.
- Consult with all members of the Academy community and the Pupil Welfare Officer (PWO) service in developing and maintaining the whole Academy attendance policy.
- Ensure regular evaluation of attendance procedures by Senior Leaders and the Academy Council.

- Include attendance and related issues in the newsletters sent to parents and students.
- Report to the Academy Council each term.
- 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, text message or a home visit.
- Send out the attendance officer to complete home visits where appropriate.
- After five days of absence the Senior Attendance Officer (SAO) will incorporate the student in the weekly discussion with the PWO.
- After a maximum of 10 days absence, the Senior Attendance Officer 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 Academy or to safeguard the student. The parents/carers will be made aware of the legal requirements regarding Academy attendance.
- Initiate an attendance plan for students' whose attendance falls below 95 per cent or they have a pattern of broken weeks. Attendance targets will be set which will be monitored by Form Tutors with the support of the Student Support Panel (SSP), Attendance Officers and PWO. The parents/carers will be asked for their support in fulfilling the legal requirements regarding Academy attendance.
- Help the student's re-integration where a student is returning to the Academy after an absence of longer than two weeks. In the event of a student returning after a long-term absence then an individual reintegration programme will be initiated by the Student Support Panel in conjunction with the Form Tutors and the PWO.
- Attendance Officer and Caseworkers will make a referral to the SSP as appropriate. The SSP will adopt strategies that include:
 - Long term absence from the Academy will require the Attendance Officer and Admissions Clerk to be involved in the individual reintegration programme in order to write an effective 'Action Plan'.
 - 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.
 - Initial daily contact with parents to 'iron out' any problems occurring.
 - 'Wake up' calls in the case of truants.
 - Positive rewards integrating into existing rewards scheme.
 - Establishing a good relationship with parent/student in order to provide the support needed for 'better' attendance or reintegration programmes.
 - Register with the Caseworker or Form Tutors, at the 'end' of the day.
- Reward good and improved attendance through:
 - Attendance rewards
 - Golden Culture Points
 - Attendance trips
 - Attendance assemblies
- Reward good and improved punctuality through:
 - Punctuality rewards
 - Assemblies

Fast track to Positive outcomes and Fixed Penalty Notice initiative (FPN)

Aspire Academy, in conjunction with the PWO service, will identify cohorts of students whose attendance is lower than 95 per cent or missing 10 or more sessions. These students and their families will then form part of the 'Fast track' programme or FPN initiative. 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 Officer and represent the Academy as necessary in order to support the improved attendance of the identified students.

PWO Full Cases

Any pupils who are causing concern may be referred to the PWO and where appropriate, court proceedings may begin.

Unauthorised leave during term time

In addition to this and in support of the philosophy of this policy, holidays during term time will not be routinely authorised and the Academy reserves the right to allocate a FPN to parents/carers. If you feel there are exceptional circumstances you must write to the Principal requesting leave during term time.

Having sought legal advice, the Principal's discretionary decision on whether an absence is to be authorised or unauthorised is ***final*** and there is no right of redress for parents through the complaints process.

Non routine admissions

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

The Principal and Deputy Principal responsible for admissions will:

- Initiate the appropriate admission for the student, through liaison with the Attendance Officer. This may involve a reintegration plan or referral to support staff.
- Initiate a planning meeting, to be chaired by either herself or a representative from the Local Authority as appropriate.
- Liaise with both the Assistant Principal and the relevant Caseworker to ensure the accurate transfer of information occurs prior to the student being entered on the Academy roll.
- Ensure that the PWO service is involved with the more 'difficult' cases.
- Ensure that the Academy records are requested by the office staff and that the information held within the records is distributed by the Attendance Officer 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 the Academy on a regular basis
- Monitor and review attendance for a fixed period of time
- Refer to Caseworker if problems still exist after this period of time

Punctuality

Students are expected to arrive at the Academy 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 Academy 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 that are late will complete a detention on the day of lateness; one minute late, one hour detention. If students fail to attend or are persistent in their lateness, detentions will be completed on a Friday night and may lead to placements within IMPACT.

Performance

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

When evaluating success the Academy will consider whether or not:

- Attendance has improved.
- Punctuality has improved.
- Parental response to absences has improved.
- Re-integration plans have been successful.
- The Academy has been successful in raising the profile of attendance both within the Academy, 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 Academy.
- Attendance issues have been included as topics in Academy assemblies, Personal Development (PD) lessons or as a theme for any other lessons.

Practice

The Academy 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 Academy'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 Academy staff will make attendance and punctuality a priority and convey to the students the importance of their education.