



# Parallel Learning Trust



## Attendance Policy

### Ramsden Hall Academy

<b>LAST REVIEW DATE</b>	November 2021	<b>REVIEW PERIOD</b>	Annually
<b>NEXT REVIEW DATE</b>	November 2022	<b>OWNER</b>	A Wells

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# **Attendance Policy**

## **Ramsden Hall Academy Mission statement**

We aim to give all our pupils and their families the hope, compassion, experience and qualifications to enable them to take their place in the World.

We will:

- Build their skills and confidence so that they can learn to recognise their emotions self-regulate and develop strategies to express themselves safely.
- Ensure that everyone is seen and known as an individual and offer them tailored pathways to meet their individual goals.

## **Aims & Purpose**

Ramsden Hall Academy is committed to providing a wide range of educational opportunities to all students. In order for students to benefit from these opportunities, good attendance is crucial. As a school we will track and monitor every student's attendance and challenge, support and address any problems that may arise.

We will consistently work towards a goal of 100% attendance but as with our student's social development and education we will personalise our approach to ensure that all students make progress with their attendance. **Responsibilities & Expectations**

### **Ramsden Hall Academy will:**

- Regularly and accurately record student's attendance and punctuality.
- Contact parents daily when a student fails to attend school and no reason has been provided by an appropriate parent/carer.
- Support with any problems that are impacting on student attendance.
- Promote and reward good attendance.
- Analyse attendance figures and set targets, reviewing systems and procedures at regular intervals to ensure that we are achieving our set goals.

**Students will:**

- Attend school regularly.
- Attend all lessons.

**Parents will:**

- Ensure their child/children attend school regularly.
- Contact the school as soon as possible every day if their child is unable to attend school before 8am. – Via our Parental School Communication System.
- Provide medical evidence for their child's absence.
- Unless under exceptional circumstances plan to take their children on holiday during term time (See Holidays during Term Time).
- Inform school/tutor if for any reason they are unable to attend school.

**Absence/Attendance Procedure**

- Student attendance is recorded by allocated staff at the Taxi drop off point (students that have boarded the previous evening will be highlighted as attended).
- Attendance is recorded on SIMS (both student marks and comments).
- Pupil absence is emailed to staff daily.
- Parental School Communication sent to parents/carers of students with unexplained absence.
- Follow up attendance calls made by 1pm to parents/carers that have not replied to Parent Mail.
- SIMS is then updated again with both attendance marks and comments.
- Attendance is communicated to Local Authority welfare for named looked after students as requested daily.
- Attendance for pathways tuition and alternative provision is reported to the attendance administrator. SIMS will then be updated and parents/carer of non-attendees are contacted by telephone and our Parental School Communication System.
- A summary of the attendance procedure can be found below in Appendix 2

**Absence Monitoring, Strategies & Interventions**

- Attendance data will be regularly analysed to inform pastoral and curriculum practices. The Senior Leadership Team and the Academy Council will be informed of the data.
- Fortnightly meetings will take place between the Safeguarding Lead, SLT and admin staff responsible for recording attendance. At the meetings this team will review attendance of individuals, set actions and strategies to improve individual and whole school attendance.
- Individual letters will be sent to parents/carers for identified students regarding attendance.
- Students with identified attendance issues will be asked to attend meetings to discuss how to improve attendance. Failing to attend the meeting or failing to engage regarding attendance may result in a referral to Local Authority which could lead to legal intervention resulting in a penalty notice, prosecution or an educational supervision order.
- Where possible necessary outside agencies will be informed and help sought to support families and individuals.
- When there is no contact/response from the parent/carer then the school may make a home visit and may report the absence to Local Authority

- Where a student is refusing to attend school, a home visit or meeting will be made to ascertain the issue and to support both the family and the student.
- Positive half term letters will be issued to students/parents with poor attendance or at risk of poor attendance to ensure there are no misconceptions regarding attendance and its impact

### **Reporting Absence**

It is the responsibility of the parent/carer to contact the school each day that a student is absent. A brief account of the reason should be given, 'unwell' is not sufficient and may lead to the absence being recorded as 'unauthorised'. A member of staff may call the parent/carer to ascertain further information of the reason for absence.

If no contact is made by the parent/carer, a Parental School communication email/text will be sent. If no reply is received a telephone call no later than 1pm will be made to all the emergency numbers held for the student until the reason for the absence has been confirmed. If there is no reply, messages will be left for the parent/carer to call the school office.

If no contact can be made, a referral to the Local Authority

### **Holidays during Term Time**

Permission for leave of absence for a holiday during term time must be sought from the Headteacher. Parents/carers are required to submit an 'application for student leave in term time due to exceptional circumstances form', which can be requested from the Academy or found on the Academy website. Ten working days is required for the request to be processed and approved.

An application will only be authorised if there are exceptional circumstances.

An application for leave of absence for a holiday during term time could be refused, in guidance with Government Regulations. If the student is taken out of school on holiday during term time, without prior agreement will be recorded as unauthorised and a referral to the Local Authority who may impose a fine of £120, if paid within 21 days it will reduce to £60, rising to £120 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

### **Penalty Notices**

Penalty notices can be issued for unauthorised absence and on occasion exceptional circumstances.

A penalty notice may be issued for unauthorised absence as an early alternative to prosecution or other forms of intervention, as follows, depending on the individual circumstances:

- Where a student has at least 10 days unauthorised absence within the last 10 term weeks and the parent(s)/carer(s) are not cooperating with the Local Authority and/or school to solve the problem.
- The parent(s)/carer(s) has received a formal warning of the possibility of the penalty notice being issued.
- Where a pupil is required to attend alternative education provision at a named site, and/or fails to attend on or after the first day.

If a student attendance fails to improve without good reason we may have no alternative but to refer the family to the Local Authority, who may impose a fine of £120, if paid within 21 days it will reduce to £60, rising to £120 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence. The Local Authority may then instigate legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly. In the following exceptional circumstances, a penalty notice may be issued without formal written notification to the parent/carer depending on the individual circumstances:

- Where a parent/carer has taken the pupil on holiday during term-time without the school's authorisation or (in cases where the school has authorised the absence) has failed to return the pupil to school on the date agreed with the school.
- Where a pupil and parent/carer have been stopped during a Police sweep, the parent/carer cannot provide an acceptable reason for absence and the parent is known to have condoned absence previously.
- Where a child is excluded from school and is seen in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion.
- Where a child is excluded from school and is seen in a public place during normal school hours causing anti-social behaviour on the first five days of each fixed period and/or permanent exclusion.
- If there are six or more unauthorised sessions (3 days) due to holiday taken during the first two weeks of September.

### **Rewarding Good Attendance**

As part of our regular monitoring and analysis of student attendance we will ensure a range of rewards will be promoted and issued for good attendance to both school and to lessons.

These will include:

- Weekly rewards for the tutor group with the highest attendance.
- Half term 95%+ attendance rewards issued to individuals.
- Vouchers.
- End of term trips.
- Random trips of rightness.
- Yearly award issued in awards ceremony.
- Termly attendance lottery.
- Half termly rewards for significant improvement in attendance.

### **Appendix 1 – COVID-19, DfE Attendance Guidance**

In accordance with the current advice published by the DfE at the time.

## Appendix 2 – Attendance Procedure Flow Chart

