ATTENDANCE POLICY

Policy:	Attendance Policy
Reviewers:	AAB/Local Governing Body

Approved by:	Local Governing Body
Date:	26th March 2025
Review cycle:	2 Years

VERSION CONTROL		
DATE	AUTHOR	CHANGES
July 2021	David Broomhead	Page 1, opening statement updated and moved to section 1 and vision statement included. Section 1.5 addition of support during pandemic. Section 2i addition of percentage. Section 3.1 and 3.16 removal of reference to Deep. Section 3.2 removal of prescribed time, planner updated to journal and addition of negative values and procedure for issuing detention. Section 3.6 addition of time to report absence by. Section 3.7 removal of reference to tutors. Section 3.8 replaced with new content including definition of persistent absentee and tracking system used. Section 3.10 updated to reflect new procedure and oversight by EWO. Section 3.11 content moved to section 3.8. Section 3.12 amendment of wording.
Nov 2023	Carl Bennett	Section 1.5 change during pandemic to the exit of a pandemic. Section 2i change 97% to 96%+. Section 3.1 change EWO to attendance lead. Section 3.1 change student support to student values. Section 3.2 add the term tutor period, removed journal warnings and replaced with negative points. Section 3.4, 3.8, 3.10, 3.11, 3.12 and 3.16 replaced EWO with Attendance Lead. Section 3.5 remove EWO and replace with Attendance Lead, replace isams with Bromcom. Section 3.7 replace isams with Bromcom, replace Support team with Student Values team, replace EWO with DSL. Section 3.9 replace EWO with Attendance Lead, add tutor periods when reinforcing importance of excellent attendance. Section 3.13 added the involvement of the tutor in attendance meetings, replace EWO with Attendance Lead. Section 3.15 replace exclusion with suspension, remove Inclusion Coordinator and replace with Director of Student Values, replace EWO with Attendance Lead. Section 4.1 remove EWO. Section 7 remove badges on satchel one and add year team and whole academy gatherings and awards evening.
July 2024	Luke Braybrooke	Section 3.5 change Learning Managers to Year Teams Section 3.13 change 90% to 92% Section 4.1 remove When a student has regular attendance of over 95% over a rolling academic year, the family will not be put forward for penalty

> Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

1. Principles

1.1 The overall aim of this policy is to enhance student attendance by offering all students the support, guidance and challenge required to make informed choices.

1.2 Maximum attendance at The Samworth Church Academy is vital if students are to achieve their full potential, both academically and socially. Absence from the Academy, whatever the cause, disrupts learning and will impact negatively on the life chances of students.

1.3 The Education Act 2011 requires parents or guardians to ensure that their children receive suitable full-time education. The Academy is responsible for taking student attendance registers twice a day; within an hour of the start of the morning session and at the start of the afternoon session.

1.4 Promoting excellent attendance is a whole Academy priority.

1.5 Support students to attend school during times of difficulty, including as we exit a global pandemic

2. Aims

i. For every student to achieve excellent attendance, specifically 96%+ which is less than 5 days absence in an academic year.

ii. Make attendance and punctuality a priority for all associated with the academy.

iii. Set targets to improve individual attendance levels.

iv. Record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence.

v. Use a systematic approach to gathering and analysing relevant attendance data.

vi. Provide support, advice and guidance to parents/carers and students.

vii. Promote effective partnership with other services and agencies.

3. Strategies

The following strategies are implemented by those staff in the named positions.

3.1 The academy has a dedicated Attendance Lead who has a strategic responsibility for the monitoring and management of student attendance. This post is supported by the Academy Attendance Assistant; both posts are managed under the leadership of the Strategic Director of Student Values.

3.2 All students must be in school, ready to learn, at their designated start time. All students arriving late are listed daily by the late gate staff. Any student arriving late to school will sign in late at Student Information Desk. In all cases students will receive a lateness slip to take to their lesson or tutor period. The sanction imposed for lateness is two negative points (30 minute detention) for being up to 15 minutes late and four negative points (1 hour detention) for being more than 15 minutes late.

3.3 Any student who has to leave the academy before the end of the day must sign out at Student Information Desk after contact has been made with parents/carers.

3.4 All teaching staff have access to an electronic register system. Staff are required to register classes within 10 minutes of commencement of each lesson and transmit the register to the central database. When registering a class, the teacher should note any anomalies between the attendance at the previous lesson and the current one. This could indicate internal truancy and must be reported to the Attendance Assistant, who may inform the

relevant Learning Manager and the Attendance Lead. It is the responsibility of the subject teacher to take action over truancy from their lesson.

3.5   Statistics from the electronic register are accessible via Bromcom. The Attendance Lead, Year Teams and the Attendance Assistant have a duty to act on this information to promote and support excellent attendance.

3.6   It is an expectation that parents notify the academy on the first day their child is unable to attend by 0800hrs, and each day thereafter when it is due to illness or other circumstances. When a parent fails to inform the academy this may be logged as a safeguarding concern and possible truancy.

3.7   The academy implements a "first day response" system, where the Attendance Assistant will make home contact for students who have not registered or been reported as absent by tutor time. If home contact is not made, then contact will be sought with all those listed under contact information on Bromcom. If contact cannot be made with any of these then a home visit will take place on the same day by the Attendance Lead or a member of the Student Values Team that the DSL has delegated authority to. If contact is not made then police will be informed via 101. The academy will seek to ensure all students have a minimum of 2 listed contacts and these are to be reviewed for accuracy on an annual basis. Meetings are to be arranged with Executive Team members and parents for those parents who fail to report absence.

3.8   The academy monitors the attendance of those who are classified at persistently absent very closely. A student becomes a "Persistent Absentee" when attendance falls below 90%. Absence at this level is significantly detrimental to the student's education and must be explicitly reported in school performance tables. All such cases are referred to the Attendance Lead. The attendance of "Persistent Absentees" and those at risk of moving towards this level is monitored rigorously through the Academy's tracking procedures. All students who have an attendance figure under 90% will receive tailored support and intervention.

3.9   The link between attendance and attainment is reinforced through year team gatherings and through tutor periods.

3.10   The Attendance Lead is central to the monitoring of attendance. All students are expected to achieve over 96% attendance each year. Communication with parent/carers will be maintained via telephone and in the form of student behaviour plans.

3.11   The Attendance Lead leads on whole school attendance, meeting with the Attendance Assistant and Learning Managers regularly.

3.12   The Attendance Lead makes home visits and may attend multi-agency meetings.

3.13   The tutor intervenes with an attendance conversation with all tutees who fall below 92%. Where there is no improvement Learning Managers organise Attendance Meetings for students, whose attendance is still identified as a cause for concern. Attendance Meetings are attended by the student with their parents/carers and their Learning Manager. If there remains no improvement in 6 weeks of monitoring, the Learning Manager refers to the Attendance Lead, with the possibility of a Penalty Notice being issued.

3.14   The attendance assistant is responsible for ensuring that attendance and punctuality statistics are prepared for display in the academy on a weekly basis.

3.15   Some students may need support for reintegration after prolonged absence or a lengthy suspension. Individual reintegration plans are arranged by the Learning Manager and Attendance Lead, who may be supported by the SENDCO and Director of Student Values.

3.16   The academy has the right to consider whether to accept a parent/carers position with regard to medical absence. If the academy has concerns that the illness may not be genuine or warrant an absence, the academy may ask to see additional evidence such as an appointment card or copy of a prescription. This is at the discretion of the Attendance Lead.

4. **Leave of absence**

4.1 The Samworth Church Academy will not authorise any leave of absence in term time. All leave of absence applications must be made in writing, prior to absence, to the Principal. Exceptional circumstances may be considered at the discretion of the Principal.

5. **Legal action**

5.1 Penalty Notices may be issued by the academy in respect of unauthorised absence in accordance with Nottinghamshire Local Authority's code of practice.

5.2 Fast tracking to legal action is undertaken, particularly for students in Year 11.

5.3 From September 2013 there have been changes in national legislation in relation to parental requests to take children out of school on holiday during school term time. It will no longer be lawful for pupils to be take holidays from school during school term time. Should a parent decide to remove their child/children from education for the purpose of a holiday without the academy granting permission, the academy will instruct the Local Authority to issue a penalty notice.

6. **Working with other agencies**

6.1 Poor academy attendance may be the result of difficulties faced by a student or family and a cause of other problems, such as exclusion; students with low levels of attendance tend to have other issues and therefore a coordinated approach by a number of agencies can assist these students and their families. Regular meetings, such as JAT, multi-agency meetings, are held to support the co-ordination of service provision and to build on good practice.

7. **Rewarding Excellent Attendance**

Students with excellent attendance will be rewarded within the academy. These can include:

- Certificates
- End of Term prizes
- Letters home
- Recognition in year team/whole academy gatherings and awards evening.