

School Attendance Policy

Date:	September 2019	Review Date:	September 2021
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Mission Statement

Wandle Valley Academy's committed to providing a full and efficient education for all pupils. The academy believes sincerely that all pupils benefit from the education it provides and therefore from regular academy attendance. To this end the academy will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible. **"Together everyone achieves more"**

Introduction

Wandle Valley Academy aims to achieve good attendance by operating an attendance policy within which the governors, staff, pupils and parents/carers can work in partnership. The policy is in line with the Academy's Child Protection and Safeguarding Policy. The academy has a responsibility to have due regard to support practices in academy those being:

- **Keeping Children Safe in Education – DFE September 2019 Part 1**
- **Advice for Academics on the Prevent Duty – DFE March 2015**
- **Section 26 of the Counter – Terrorism and Security Act 2015**
- **Section 5B of the Female Genital Mutilation Act 2003 – section 74 of the Serious Crime Act 2015 places mandatory duty for academics to report from October 2015 to the police.**

The Law

Regular Academy Attendance of children of compulsory academy age is the responsibility of parents/carers and is a legal requirement in accordance with Section 444 (1A) of the Education Act 1996. Parents/carers are committing an offence if they fail to comply with this legislation and legal action can be instigated.

Aims and Objectives

We intend to establish systems and practices which will:

- Create an ethos in which good attendance is the norm
- Endeavour to monitor the quality of the academy and classroom experience with a view to maintaining a safe, secure environment for pupils and the curriculum that meets their needs, thereby positively encouraging attendance.
- Raise pupil awareness of the importance of punctuality and uninterrupted attendance, and encourage in pupils a sense of responsibility.
- Encourage greater pupil involvement in attendance issues.
- Monitor and provide effective data information on levels of attendance and punctuality.
- Maintain effective partnerships with outside agencies.
- Develop mutual co-operation between home and academy in encouraging good attendance and punctuality, and in addressing attendance issues

- Demonstrate through the use of rewards and sanctions that the academy recognises that good attendance and punctuality are achievements in themselves.
- Recognise and support the key role of primary class teachers and secondary group tutors in promoting and monitoring good attendance.

Managing the Policy

Head Teacher:

- To oversee the whole policy
- To report regularly to governors, pupils and parents/carers the academy's progress on attendance.
- To set challenging but achievable targets to reduce levels of absence.

Safeguarding and Attendance Lead:

- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data
- To oversee the work of administrative staff
- To produce the attendance profile for the whole academy
- To report to the Head Teacher on attendance issues
- To liaise with the Academy Council responsible for attendance

Class Teacher / Group Tutor:

- To complete registers accurately and on time
- Develop within their class or Tutor Group a positive ethos which recognizes good attendance and punctuality as the norm.
- Remember that registers are legal documents and must be returned to the office at the end of every registration session.
- Maintain effective communication with the Safeguarding and Attendance Lead on all attendance matters concerning their class or tutor group.

Class/Subject Teachers:

- Keep daily register of pupils absent, late or leaving their lessons or tutor periods without permission.

Academy Council:

- The Attendance Policy is endorsed by the Academy Council.
- The Safeguarding and Attendance Lead to liaise with the governor who has been given the specific role for attendance.
- Request regular attendance progress reports from the Safeguarding and Attendance Lead for Academy Council Meetings.

Home / Academy Liaison

The academy will inform families through the Academy Website, letters, meetings and News letter of the importance of good levels of attendance and punctuality and of their role in achieving this.

Parents/Carers will be informed about:

- What constitutes “authorised” and “unauthorised” absence
- The importance of informing the academy of absence
- The role of the Attendance Governor
- The role of the academy in cases of poor attendance, truancy and persistent lateness
- Parents/Carers will be informed of their child’s level of attendance and punctuality through their child’s Annual Review report, Parent/carer’s Evenings, Letters and Attendance Meetings held in academy.

Pupil Support

Wandle Valley Academy recognises the need to support pupils during and after long-term absence of any kind and, where appropriate, with managing Year 11 pupils transition to the world of work. With this in mind the academy will:

- Consider all strategies in partnership with outside agencies, to encourage and support the return of pupils to academy. This may include negotiated timetables or time out in the academy’s Hub, or referral for services.
- Personalized timetables
- Ensure that there is a positive atmosphere with Tutor groups and lessons in which pupils are welcomed back into academy.
- Arrange part-time work experience placements when appropriate.
- Encourage parents/careers to be actively involved in re-entry programs and other special arrangements that are appropriate for the pupils for whom they have responsibility for.

Rewards

Good and improved attendance will be recognised and rewarded.
Each half term pupils with 95% attendance and above will receive a good attendance certificate. Tutor Groups with the best attendance will also receive a certificate of achievement.

Holidays in Term Time

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Head Teachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten academy days leave per year. Head Teachers could also grant extended leave for more than ten academy days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten academy days.

Parents/Carers will need to be aware:

- Head teachers can no longer grant leave for family holidays during term time.
- The statutory threshold of granting ten days leave has been removed.
- Head-teachers cannot grant leave of absence from academy during term time unless there are exceptional circumstances.
- Parents/Carers who choose to take their child on holiday during term time could find themselves liable to a Penalty Notice being issued against them in accordance with The Education (Penalty Notices) (England) Regulations 2007.

Working with External Agencies

The academy recognises that poor attendance may be a symptom of a wide range of community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the academy. The academy works very closely with a number of outside agencies that are committed to working with children, young people and their families.

Other Agencies to be used where appropriate in individual cases:

- Educational Psychologists (EP)
- Special Educational Needs (SEN)
- Children Services
- Multi-Agency Safeguarding Hub (MASH)
- Vulnerable Children's Panel (VPP)
- Police
- Youth Offending Team (YOT)
- Families Matters
- Multi Systemic Therapy (MST)
- Joint Adolescent Service (JAS)
- Child Adolescent Mental Health Service (CAMHS)

Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirement of the Act. Each academy has a Data Protection Notification which details the circumstances under which data is managed. There is nothing in the legislation that prevents a academy from sharing information with the police or social services where it is believed that a child or young person is at risk of harm or in need of safeguarding.

Policy and Guidance Protocol for a child not collected at the end of a Academy day

Section 175 Education Act 2002, "Keeping Children Safe in Education" places a duty on Local Authorities (LAs) and Governing Bodies of academies, to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. It is important that parents keep the academy informed of change of addresses or contact details, if no prior arrangement has been made with the academy, or a parent/carer has not advised the academy will have a duty to follow the procedures as set down in the Child Protection Policy

Children Missing Education

The Education and Inspections Act 2006, places a duty on Local Authorities to make arrangements to enable them to identify children and young people of compulsory academy age missing education in their area.

The LA have introduced an additional tracker for pupils whose whereabouts are known but not accessing education therefore deemed as CME.