

## Cornwallis Academy

### ATTENDANCE POLICY

All schools seek to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

The Academy will strive to provide a welcoming, caring environment, whereby each member of the Academy community feels wanted and secure.

All Academy staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The Academy will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives the Academy will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

#### **WHOLE ACADEMY POLICY FOR SCHOOL ATTENDANCE – AIMS**

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1. To improve the overall percentage of students attendance.
2. To make attendance and punctuality a priority for all those associated with the Academy including students, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and students.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and the Academy.
7. To develop a system of rewards and sanctions.
8. To promote effective partnerships with the Attendance and Behaviour Service and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

#### **AIM NO 1**

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##### **To Improve the Overall Percentage Attendance of Pupils – Minimum Target 96%+**

1. Apply whole Academy attendance policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

#### **AIM No 2**

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##### **To Make Attendance and Punctuality a Priority for All Those Associated with the Academy Including Pupils, Parents, Teachers and Governors**

1. Use staff/Academy handbook prospectus of DCFS literature.

2. Produce termly/annual reports to parents/governors.
3. Hold Parent Information evenings at the start of the academic year.
4. Provide INSET training for appointed/promoted staff.
5. Display materials at focal points – form rooms etc.
6. Discuss attendance issues in Attendance and Behaviour Service/Pastoral staff evaluation meetings and/or in relevant staff meetings (eg attendance review meetings.)

### **AIM NO 3**

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#### **To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks**

1. Maintain unambiguous procedures for statutory registration.
2. Make phone/letter contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Appoint an Attendance Co-ordinator with appropriate time set aside.
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Have clear procedures prior to referral to Attendance and Behaviour Service.
8. Review attendance regularly.
9. Be familiar with the Attendance and Behaviour Service's referral and recording system.

### **AIM NO 4**

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#### **To Provide Support, Advice and Guidance to Parents and Pupils**

1. Highlight attendance in:
  - Wellbeing sessions
  - Assemblies
  - Staff available to talk to pupils
  - School counsellor
  - 'Mentor' system
  - Making use of available resources
  - Homework clubs
2. Public support offered by schools.
3. Set aside time for parents to speak to staff.
4. Seek improved communication with parents eg when parents ring in.
5. Provide accurate and up-to-date contact information for parents.

6. Involve parents from earliest stage.
7. Ensure all students are aware of the Academy's attendance target, and their personal attendance percentage.

#### **AIM NO 5**

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##### **To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data**

1. Use computerised registration.
2. Standardise recording of:
  - authorised/unauthorised absence (and to have decided after two weeks)
  - educational activity
  - presence
3. Be consistent in the collection and provision of information.
4. Decide what information, if any, is provided for:
  - governors
  - pastoral staff
  - other school staff
  - parents
  - pupils (individual or groups)
  - Attendance and Behaviour Service
5. Identify developing patterns of irregular attendance and lateness.

#### **AIM NO 6**

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##### **To Further Develop Positive and Consistent Communication Between Home and the Academy**

1. Initiate first day absence contact.
2. Promote expectation of absence letters/phone calls from parents.
3. Explore the wide range of opportunities for parental partnerships (see Aim 2).
4. Provide information in a user-friendly way.
5. Encourage all parents into school.

#### **AIM NO 7**

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##### **To Develop a System of Rewards and Sanctions**

1. Actively promote attendance and associated reward and effective sanctions.
2. Ensure fair and consistent implementation.
3. Involve pupils in system evaluation.
4. Make use of imaginative and immediate sanctions.
5. Take action which accords with objectives agreed between school and others, eg. Attendance and Behaviour Service, parent, Behaviour Support Service.

Employ, when necessary, section 23 of the Anti Social Behaviour Act 2003 empowers designated LEA Officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004.

From January 2005, Kent County Council will consider issuing Penalty Notices in the following circumstances:

- (a) Overt truancy (including pupils caught on truancy sweeps)
- (b) Parentally-condoned absences which are unauthorised
- (c) Excessive holidays in term-time
- (d) Excessive delayed return from extended holidays without prior school agreement
- (e) Persistent late arrival at school

#### **AIM NO 8**

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##### **To Promote Effective Partnerships with the Attendance and Behaviour Service and with other Services and Agencies**

1. Designated key staff for liaison with Attendance and Behaviour Service and other agencies.
2. Carry out initial enquiries/intervention prior to referral.
3. Gather and record relevant information to assist completion of Attendance and Behaviour Service.
4. Hold weekly attendance review with key school staff and Attendance and Behaviour Service.
5. Arrange multi-agency liaison meetings as appropriate.
6. Establish and maintain list of named contacts within the local community eg community police contact officer.
7. Encourage active involvement of other services and agencies in the life of the school.
8. Develop understanding of agency constraints and operating environments.

#### **AIM NO 9**

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##### **To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence**

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents fully.
6. Agree timescale for review of reintegration plan.
7. Include Attendance and Behaviour Service, parents and pupil in reintegration plan.

## Attendance Policy – Supplementary Statements on Lateness/Absences and Holiday Leave

- All students should aim for 100% attendance throughout each academic year
- All students below 96% will have interventions put in place by their pastoral team who work alongside the attendance team to support and improve their attendance.
- Parents are to notify the Academy of their child's absence to ensure their safety each day before 8.30am, by calling 01622 743152 Ext 1 or email [corattendance@futureschoolstrust.com](mailto:corattendance@futureschoolstrust.com).
- We encourage students to attend the following day after a day's absence. Please inform the attendance team if they are not feeling 100% and their teachers and year team will be informed to ensure they are monitored throughout the day.
- We also encourage students to attend later on in the day if feeling better to help improve their attendance as a school's legal attendance certificate is made up on two sessions.
- We advise all medical appointments to be arranged outside of school hours but if unavoidable for the student to try to attend school either side of the appointment.
- If a student has time off the Academy encourage them to bring in medical information if they have visited the doctors for example an appointment card from reception or a prescription box to scan onto their attendance record.
- When a student has a considerable amount of time off the Academy are required to inform the Local Authority and provide medical evidence supplied by the parents.
- Students are expected to arrive at the Academy no later than 8.25am and be in registration ready to learn at 8.30am.
- If students are to arrive late to school please inform the office before 8.30am and students must sign in at Reception on their arrival.
- If a student is persistently late with unjustified reasons they will be expected to do an after school detention as a sanction. Parents will be informed if a detention is to be set.
- Persistent late arrival will also trigger for the student to be put on punctuality report. Parents are expected to support the Academy in promoting good punctuality. The Local Authority can issue a penalty fine for persistent lateness.
- As from January 2016 the penalty fine system has also been amended. The Local Education Authority can issue a penalty fine warning when there are 10 or more unexplained or unauthorised sessions in any 100 session period (50 days) one day accounting for two sessions. The penalty notice can result in a £120 fine per parent for each student, reduced to £60 if paid within 21 days.
- The Department for Education has amended the Education (Pupil Registration) (England) Regulations 1996 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will unfortunately **not** be authorised. Any request that is required should be sent into the Attendance Team.
- Penalty notices are issued in accordance with the Attendance Service Code of Conduct and will be issued in the following circumstances:
  - Truancy
  - Parentally-condoned absences
  - Persistent lateness
  - Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion
  - Unauthorised holiday absence
- The Local Authority monitor any student with attendance below 90% and the School Liaison Officer may talk to your child in school about their attendance this academic year. If you have any objections, then please contact the attendance team.
- Any queries regarding the Academy's attendance policy parents are advised to contact the Attendance team via email at [corattendance@futureschoolstrust.com](mailto:corattendance@futureschoolstrust.com)

