



**CALTHORPE
ACADEMY**
Skills for the life we want

Attendance Policy

*All policies are electronically signed and available on Governor Hub

Ratified by the (Board of Trustees)

Signed by the (Board of Trustees):

Date: Dec 2022

To be reviewed (annually):

Date: Dec 2023

Contents

1. Introduction	3
2. ROLES AND RESPONSIBILITIES	4
3. PUPILS	5
4. BOARD OF TRUSTEES	5
5. THE HEAD TEACHER	5
6. PASTORAL TEAM.....	6
7. THE CLASS TEACHER	7
8. ATTENDANCE CONCERNS	7
9. PUNCTUALITY	7
10. SAFEGUARDING CONCERNS	8
11. CHANGE OF ADDRESS	8
12. MOVING TO ANOTHER SCHOOL/COUNTRY	8
13. EXCLUSIONS.....	8
14. EXTENDED LEAVE AND HOLIDAYS DURING TERM TIME	9
15. PENALTY NOTICES	9
16. REINTEGRATION FOLLOWING A PERIOD OF ABSENCE	10

CALTHORPE ACADEMY ATTENDANCE POLICY

1. Introduction

- 1.1. Calthorpe Academy is committed to providing all pupils with an appropriate and effective education in a safe and happy environment. Each learner is welcomed, valued, respected and encouraged to respect themselves and others. We aim to empower all learners to gain both academic and essential skills that will equip them for life. We believe that education is essential for all, and to achieve their full potential pupils need to attend regularly and punctually.
- 1.2. Non-attendance at Calthorpe for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance it is essential that early action is taken.
- 1.3. A child going missing and or patterns of unauthorised absence, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risks and to help prevent the risk of them going missing in future.
- 1.4. Work around attendance and children missing from education will be coordinated with safeguarding interventions.
- 1.5. We will notify the Local Authority of any pupil/learner who is to be deleted from the admission register under any of the prescribed regulations outlined in the Education (Pupil Registration) (England) Regulations 2016 amendments
- 1.6. In addition we will endeavour to have/ensure:
- 1.7. Hold two or more emergency contact numbers for each pupil.
- 1.8. All our attendance work will liaise closely with the DSL.
- 1.9. We will adapt our attendance monitoring on an individual basis to ensure the safety of each learner at our school
- 1.10. Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of learners that would be considered 'missing'.
- 1.11. We will work closely with the CME Team, School Admissions Service, Education Legal Intervention Team and the Elective Home Education Team
- 1.12. The Board Members, Head Teacher and staff of Calthorpe Academy acknowledge that there is a strong correlation between high

attendance and high attainment, helping all pupils to achieve their best.

2. ROLES AND RESPONSIBILITIES

PARENTS AND CARERS

- 2.1. Calthorpe is an inclusive academy working in partnership with parents and carers to achieve good attendance. We raise parents' and pupils' awareness of the importance of good attendance, and of the impact attendance has upon achievement.
- 2.2. Parents and Carers have a legal responsibility to ensure that their children attend the Academy regularly and punctually. They should also ensure that their children are properly equipped, and fit for a learning environment.
- 2.3. Parents of children of compulsory school age are required to ensure that they receive full-time education suitable to their age, ability and aptitude.
- 2.4. Regular attendance includes pupils being punctual. Persistent lateness will be regarded as an unauthorised absence.
- 2.5. Parents and Carers must contact the Academy on the first day of a pupil's absence. They should state the reason for their absence, and also the date on which they are expected to return. Notification of absence should be by parental note, telephone call on 0121 773 4637 or in person. Please note that not all school bus drivers or guides are employed by Calthorpe Academy and therefore they do not have the responsibility to pass on messages about absences etc. Please notify school in the ways noted above rather than relying on a message to be passed on via a guide or driver.
- 2.6. When an appointment has been made for medical reasons, the appointment card/medical appointment letter (clearly showing the pupils name, date and time of appointment) should be shown in advance to the class teacher or Attendance Officer. Other forms of notification are acceptable including emails/text notification.
- 2.7. We encourage our parents/carers to book doctor's and dentist's appointment outside of school time or on the weekend if available. The Academy will not authorise a full day absence for pupils who attend a short or routine doctor's or dentist's appointment. Appointments that must be booked during term time should be done towards the start or the end of the day where possible. Pupils are expected to return following appointments if practical.

- 2.8. Parentally condoned, unjustifiable absence is damaging to a pupil's progress. If, in the opinion of the Academy, an explanation offered by a parent for absence is unacceptable (or where no explanation is given) the absence may be treated as unauthorised.
- 2.9. Parents who wish to collect their pupils early during the school day should contact the Academy in advance. Authorisation of the absence may be granted where a pupil has a medical appointment or other authorised reason, however evidence of this will be requested. When a parent wishes to collect a learner for a reason other than a medical appointment, the absence may not be authorised. Authorisation of the absence is at the discretion of the Head Teacher.

3. PUPILS

- 3.1. Pupils are expected to attend school regularly and punctually and be appropriately prepared for lessons. A system of incentives and rewards is set up to encourage individual pupils, and whole classes, to attend regularly.

4. BOARD OF TRUSTEES

- 4.1. The Board of Trustees has responsibility for Academy attendance and is familiar with current legislation.
- 4.2. They are acquainted with the registration system in the Academy.
- 4.3. They will request reports on attendance and procedures as necessary
- 4.4. A member of the Board of Trustees will usually be part of the Attendance Team/Panel.

5. THE HEAD TEACHER

- 5.1. The Head Teacher has day-to-day responsibility for attendance and will ensure that the Academy meets all legal requirements, sets targets for attendance and unauthorised absence, and publishes attendance figures.
- 5.2. The Head Teacher will ensure that parents and pupils are aware of their responsibilities regarding attendance and punctuality at the point of admission.
- 5.3. Registers are legal documents and must be kept for at least 3 years.

6. PASTORAL TEAM

- 6.1. The Attendance Officer will support parents and carers liaising closely with the Head Teacher and Extended Leaders with regard to punctuality and attendance of pupils. Where there are concerns, referrals will be made to the Pastoral Team who may attempt to make contact with parents and carers by letter, telephone call and/or home visits.
- 6.2. The Attendance Officer will be responsible for co-ordinating rewards across the Academy for good attendance.
- 6.3. To tackle absences of concern in the Academy, the Attendance Officer may:
 - 6.4. Contact parents/carers within two days if parents/carers have not informed the Academy of the reason for absence; this may be via telephone call, text message, letter or home visit.
 - 6.5. Look for patterns developing, such as Monday and Friday absences.
 - 6.6. Look for days being taken off for medical reasons just before and after half term breaks.
 - 6.7. For longer spells of illness ask the parent/carer to provide medical evidence including but not limited to: copy of prescription, copy of appointment card or letter, note from doctor/dentist reception – stamped, copy of discharge letter or doctor's note.
- 6.8. Individual pupil attendance will be regularly reviewed and Fast Track / Leave in Term Time procedures may be used as an intervention to improve attendance.
- 6.9. Additional interventions may be triggered for those whose attendance falls below average. These include but are not limited to Classroom Attendance Trackers, Parent meetings with action plans, whole school and focused departmental strategies to tackle specific attendance concerns, letters to parents/carers and involvement of external support agencies.
- 6.10. To encourage and reward attendance:
- 6.11. Certificates will be awarded termly for good attendance. Rewards will be issued termly to highest attenders and these will be publicised in the school newsletters.

- 6.12. Individual targets will be set for learners with identified issues to work towards with rewards, where appropriate.
- 6.13. Home visits or phone calls to learners where appropriate to encourage attendance.
- 6.14. Work with professionals, both within school and external organisations to offer support to pupil and families to encourage attendance.

7. THE CLASS TEACHER

- 7.1. The class teacher has a vital role to play in raising attendance and punctuality in our Academy.
- 7.2. The class/subject teacher will ensure that registers are completed accurately and sent within 45 minutes of registers opening. In the event of a systems failure or when teaching PE/swimming for example, a manual paper copy will be sent to the Attendance Officer or if not possible, Receptionist, Extended Leader or member of the Pastoral Team. In the case of technical issues, these should be reported to I.T. via email, telephone (ext 120) or support ticket.
- 7.3. Class teachers should monitor the attendance of pupils and are responsible for referring pupils with poor patterns of attendance and/or punctuality to the Attendance Officer.

8. ATTENDANCE CONCERNS

- 8.1. When a pupil is absent for no apparent reason, it is the duty of all staff to consider all possible reasons. Consideration of the Academy Behaviour or Safeguarding Policies may be needed in identifying reasons for such absence. In addressing such issues support should be sought from key senior staff and the Head Teacher.

9. PUNCTUALITY

- 9.1. School starts at 9.00 am. Parents have a duty to ensure that their children are ready for school transport to pick them up at the arranged time.
- 9.2. Pupils arriving after the register has closed, must report to reception to be entered into the late record book. Pupils will be marked late from 9.30-10am; if the late arrival is due to circumstances beyond the pupil's

control, such as an Accessible Transport bus not collecting the pupils due to unavoidable delay, late arrivals may be marked as authorised.

- 9.3. Lateness which is not due to an ATG School Transport issue or without an acceptable reason, will be marked as an Unauthorised Absence.
- 9.4. In cases where a part time timetable has been agreed, the learner will only be marked late if they arrive after the agreed time.

10. SAFEGUARDING CONCERNS

- 10.1. We must safeguard pupils and ensure they receive their right to education. If there are any child protection concerns, the Designated Safeguarding Lead (or Deputies) for child protection must be informed. Information should be passed to the relevant outside agencies promptly.

11. CHANGE OF ADDRESS

- 11.1. Parents should inform the Academy immediately if they have a change of address. In case of emergency, the Academy must be able to contact the parents or carers or a named alternative person. Parents are required to provide this information when they first register their pupils, and keep information including telephone numbers up to date.

12. MOVING TO ANOTHER SCHOOL/COUNTRY

- 12.1. Parents and carers must inform the Academy immediately if they are removing their child to start at another school/academy. The parents must give details of the new school/academy or details of when/where they plan to leave the area/country.

13. SUSPENSION

- 13.1. Where learners have been suspended for fewer than 5 days, home work will be provided. In line with the law, in the event that a learner is suspended for 6 or more days, the local authority must arrange suitable full-time education for any pupil of compulsory school age. This provision must begin no later than the sixth school day of suspension. Suspension will be recorded as an absence on the school register (unless alternative provision has been arranged).

14. EXTENDED LEAVE AND HOLIDAYS DURING TERM TIME

- 14.1. The DFE, Local Authority and Academy actively discourage parents/carers from taking pupils on holidays or trips during Academy term time. Parents/carers who do so will be challenged and where the holiday/trip is not authorised by the Head Teacher the issuing of a penalty notice or court action will be considered. The Head Teacher has discretion to allow requests for extended holidays in term time under exceptional circumstances.
- 14.2. If leave is requested, parents must apply in writing to the Head Teacher using the Leave in Term Form; explaining the nature and purpose of the absence, and whether this is likely to occur again during the pupil's school career. Granting leave will be at the discretion of the Head Teacher taking into account the pupil's previous attendance pattern, and the impact on the pupil's education.
- 14.3. Parents/carers must give an expected return date and notify the Academy as soon as possible if the date changes.
- 14.4. If a learner fails to return within five school days of the agreed date and the Academy has not received any explanation for continued absence, the learner will be referred to the Children Missing in Education (CME) team or MASH/CASS as appropriate. SENAR will also be informed and further action may be taken.
- 14.5. Parents MUST inform the Academy when a learner is absent. If a learner is missing from the Academy without a parent or carer informing school of the reason, the Academy may contact the CME team. The Academy may also be in touch with Social Services/MASH or the Police to locate the learner.

15. PENALTY NOTICES

- 15.1. School Admissions and Pupil Placements Service will issue penalty notices for unauthorised absence, including lateness recorded as such, in accordance with guidelines set out in 'The Education (Penalty Notices) (England) Amendment Regulations 2013, the Anti-Social Behaviour Act 2003 and Sections 444A and 444B of the Education Act 1996.

16. REINTEGRATION FOLLOWING A PERIOD OF ABSENCE

- 16.1. Where a learner has been absent for a significant period of time, the Attendance Officer will be happy to discuss a reintegration strategy with parents or carers. It may be appropriate in some cases for pupils to return to the Academy part time over a short period. The Academy does not allow pupils to have a part time timetable on a permanent basis, and reintegration should ideally take place over a period fewer than 4 weeks. Where a medical professional has given their opinion in writing that the learner, due to their condition, cannot return to a full time timetable, assessment will be made on a case by case basis. In these cases, the Academy will review the learner's medical condition and refer to SENAR for guidance.