Hinde House 2-16 Academy

Attendance & Punctuality Policy

Version:	1.0
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Responsible committee:	
Date adopted:	01 December 2019
Review Date:	01 December 2020
Target Audience:	Staff, Parents/Carers, students
Related Documents:	
Referenced:	

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Version 3

This Attendance Policy will set out Brigantia Learning Trust commitment to improving academy attendance and punctuality.

The development and implementation of this policy is intended to ensure that all teaching and learning support staff employed by the Trust are carrying out appropriate measures that will safeguard children and promote their welfare. Regular attendance at the Academies is a legal requirement, establishes good habits which will valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for the Academy.

Aims

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the academy attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, students and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of students and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

To improve and maintain the regular attendance of all students the Trust will:

- Collect and analyse attendance data on an 8 weekly cycle times per year in order to identify trends and to allocate resources effectively.
- Support Attendance through system leadership to devise and implement their own strategies to improve attendance.
- Ensure an Academy reward incentive policy for each academy is in place.
- Form effective communication across the academies.
- Share new guidance/legislation across the Academies.
- Represent the Academies at formal attendance meetings if required.
- Support Implementation of legal action against parents/carers at court as required.

To improve and maintain the regular attendance of all students the academy will:

- Identify a designated member of the Leadership Team undertake the role of *Attendance Lead* to take responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual students.
- Implement efficient systems of registration which encourage children and parents/carers to account promptly for any absences.
- Ensure absences are only authorised where the academy is satisfied that the absence was genuine.
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the Academy.
- Highlight important dates such as examinations in newsletters, letters home etc.
- Explain to students how poor attendance can impact on attainment.
- Monitor how the curriculum and ethos of the Academy impact on school attendance.
- Implement correct policy for children who are educated other than at the academy.
- Holidays in term time will only be authorised for exceptional circumstances – applications to the Principal.
- Analyse attendance data, looking for emerging patterns of non-attendance, compare to city and national comparators.
- Ensure relevant attendance information is shared effectively with parents, students, staff, local authority and outside agencies where appropriate. The Attendance Team will lead this via data exchanges, reports to directors and letters home.
- Put in place monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified early.
- Use a graduated approach to respond to the attendance data weekly

Secondary

Register procedures - Secondary

- Pupils at 8.50am go straight into classrooms. Prior to this they have access to the canteen.
- Breakfast Club is available from 8.00am until 8.40am.
- Students are registered by their period 1 teacher at 8.50am for the morning session and 13.10 (KS4) and 13.35 (KS3) for the afternoon session.
- Class Teachers will insert a mark for every pupil whether it is a present or an absent on SIMS accordingly.
- For consistency across school, registers must be completed and sent to the office by 9.00am.
- If pupils arrive after registration is completed, they will be deemed to be late. In the interests of safeguarding, children arriving late report to main reception and are registered by the Behaviour and Welfare Manager.

Responding to lateness - Secondary

- A warning bell rings at 8.45am and registration is at 8.50am each morning. If a child arrives after 8.50am, they will be given a late mark and the time they arrived will be logged on SIMS. This will be the same for any arrivals up until 9.30am after which time they will be given a U mark, again with the time they arrived being logged on SIMS by the Behaviour and Welfare Manager.
- Students arriving after 9.30am or after registration in the afternoon time must report to the main reception and sign in. The attendance officer will then amend the register as appropriate.
- Parents/carers will be contacted for pupils who have been identified as being regularly late and additional incentives and support may be triggered.
- Parents/carers of students who are persistently late will be invited into the school to discuss the situation and students set detentions to make up for lost learning time.
- Good punctuality is recognised when a pupil is on time for 97% of the registration sessions.

Primary

Register procedures - Primary

- At 8.40am pupils go straight into classrooms. Prior to this they have access to Breakfast Club or the school yard.
- Breakfast Club is available from 8.00am until 8.40am.
- Students are registered by their class teacher at 8.50am for the morning session and 12:30 (FS2), 12:45 (Y1 and Y2), 13:00 (Y3), 13:10 (Y4), 13:25 (Y6) and 13:35 (Y5) for the afternoon session.
- Class Teachers will insert a mark for every pupil whether it is a present or an absent on SIMS accordingly.
- For consistency across school, registers must be completed and sent to the office by 9.00am.
- If pupils arrive after registration is completed, they will be deemed to be late. In the interests of safeguarding, children arriving late report to KS2 Pupil Entrance and are registered by the Attendance Officer

Responding to lateness - Primary

- The first bell rings at 8.40am and registration is at 8.50am each morning. If a child arrives after 8.50am, they will be given a late mark and the time they arrived will be logged on SIMS. This will be the same for any arrivals up until 9.30am after which time they will be given a U mark, again with the time they arrived being logged on SIMS by the Attendance Officer.
- Students arriving after 9.30am or after registration in the afternoon time must report to the main reception and sign in. The attendance officer will then amend the register as appropriate.
- Parents/carers will be contacted for pupils who have been identified as being regularly late and additional incentives and support may be triggered.
- Parents/carers of students who are persistently late will be invited into the school to discuss the situation and students set detentions to make up for lost learning time.
- Good punctuality is recognised when a pupil is on time for 97% of the registration sessions.

Responding to absences

- Parents/carers are asked to contact the school on the first day and every subsequent day of their child's absence.
- The Attendance officer will record all incoming messages on SIMS. When no contact is made, an absence text is sent and in some cases, parents/carers will be called to ascertain reasons for absence. If no contact is made or the reason given for absence is deemed to be inadequate, home visits will be carried out by the Family Advocacy worker as soon as possible.
- If by the second day of absence (for vulnerable students) and by the third day of absence (for non-vulnerable students), the academy will consider whether a 101 call to the police is necessary. This depends upon the level of contact made with the family in question or whether any information is received by the academy with regards to their possible whereabouts.
- If further home visits have not located an absent student by the fifth day, a referral to CME will be made.
- Students with known attendance/punctuality problems will be targeted and their attendance/punctuality monitored regularly.
- Where appropriate, strategies will be employed to address the attendance of individual pupils, including home visits by the Family Advocacy worker and inviting parents/carers into school for a school attendance meeting, along with other personalised incentives.
- Where concerns are raised about a pupil's attendance and school have implemented all the school based strategies, they may refer the pupil to the Local Authority Multi Agency Support Team or other outside agencies.
- Parents/carers will need to provide proof of any appointments that lead to their child being absent from school. Only then will it be marked as an authorised M code for medical. The proof provided will be then uploaded onto CPOMS.
- The school will at all times, work with Sheffield Local Authority to address attendance concerns and where necessary, discuss cases where legal action may be an appropriate intervention. In the case of irregular school attendance, a formal warning would be issued to the parent/carer, with a fixed penalty notice issued where improvement was not seen. In the case of unauthorised term time leave, the Attendance lead will request a fixed penalty notice where the reason provided does not meet the exceptional circumstances criteria.
- Children with less than 90% attendance are classed as Persistent Absentees (PA) and their attendance will be monitored closely, with home visits on first day of absence, whenever possible.
- On a half-termly basis, every child in school will receive an attendance report. These will be colour-coded in accordance with the bands from the Sol Attendance diamond.

Attendance Roles and Responsibilities

Attendance Leads

- Provide regular updates on attendance to Executive Principal and Director of Secondary.
- Meet regularly with the Trust Attendance Leads to review attendance strategies and statistics review the Trust Attendance Policy and share examples of good practice.
- Work with other schools and agencies to promote attendance within the school.
- Attend School Attendance Panels as appropriate.
- Promote and encourage good attendance through incentives, rewards and general conversations around school.
- Monitor and track targeted pupils to ensure attendance improvements are maintained and incentives are having an impact.
- Identify trends in the attendance of individual pupils and report accordingly.
- Liaise with and identify cases to be referred to Local Authority Multi Agency Support Team.
- Monitor attendance on a weekly basis and seek external support as appropriate.
- Work with individual students/classes where attendance has been identified as a concern.
- Update the SOL Attendance tracker, personal attendance records and figures as required.

Class Teachers

- Accurately mark the registers in a timely fashion.
- Seek advice from the Attendance Lead on any issues relating to attendance.
- Have regular discussions about the importance of good attendance.
- Monitor individual as well as whole class attendance and consider absences for when planning lessons.
- Liaise with the Attendance Lead and Attendance Officer regarding any queries surrounding absence.
- Monitor the impact of attendance on attainment and expected progress.

Attendance Officer

- Record incoming calls pertaining to lateness and absences.
- Send absence texts on the first day of absence (and subsequent days where no contact has been made with parents).
- Carry out first day calls.
- Update SIMS registers and notes when necessary.
- Keep a log of all the children who arrive late with the time they arrive.
- Keep an updated record of absences/lates with times and reasons stated.
- Maintain SIMS and update records on a weekly basis.
- Carry out a visual check in classes to ensure pupils that have been logged as absent have not arrived in school.
- Ensure all registers are completed correctly and amended for lates and absences.
- Pass any concerns or emerging patterns on to the Attendance lead.

Executive Principal

- Has overall responsibility for attendance within the school.
- Provide advice and support to members of staff on attendance issues.
- Attend school attendance panels if appropriate.
- In conjunction with other school staff, the Executive Principal has the discretion to authorise leave where there are genuine exceptional circumstances.

Directors

- Keep an overview of attendance figures regularly through reports provided by the school.

Attendance Diamond

Green Group
97% - 100%

Yellow Group
95% - 96.9%

Amber Group
93% - 94.9%

Pink Group
90% - 92.9%

Red Group
0% - 89.9%
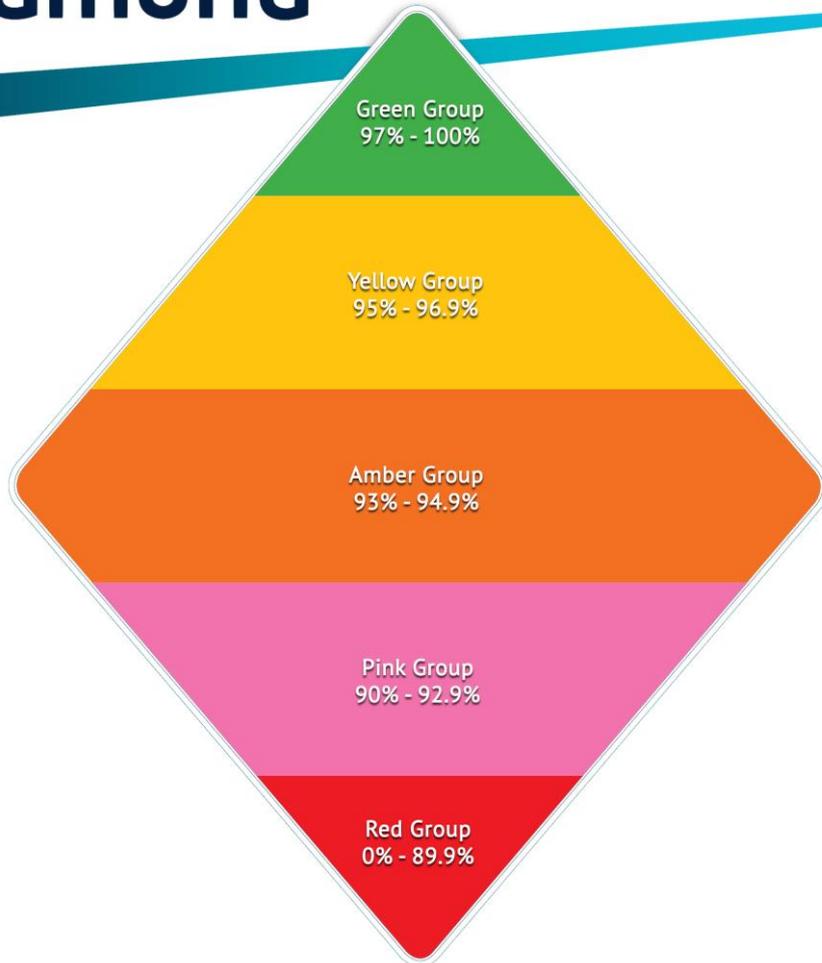
Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement (PA)
Red	Extreme risk - Court action (PA)

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Appendix 3 - Escalation Process

Legal Action –
Penalty Notice or Prosecution

Legal Action (red upward arrow)

Principal – Letter 4
Panel Meeting - No improvement, proceed to statutory action

Pastoral Manager / SLT Meeting - LETTER 3
Formal Meeting to review action plan and notify of possible statutory action

Support Strategies (yellow upward arrow)

Head of Year Meeting-
LETTER 2 Attendance action plan agreed

LETTER 1
Concern that attendance is not improving and will be monitored – medical evidence will now be requested

Attendance Officer Call Home
Informal conversation with parent regarding attendance concern

Early intervention (green upward arrow)

Class Teacher Conversation
Teacher speaks with the parent informally

The interventions escalate with each decline or after a red down arrow

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Attendance Policy Appendix for COVID-19

May 2020

Attendance policy Appendix – COVID 19

- The academy's response to student absence will be based on supportive dialogue with parents/carers to ascertain their intentions with regards to their child's attendance to school.
- The escalation process for unsatisfactory attendance will be reviewed to ensure that parents/carers are not unfairly penalised by legal action i.e. fines (In accordance with government guidance).
- Parents/carers to ensure that the school has up-to-date addresses and telephone numbers. The academy will continue to contact you by text or by telephone to check on your child's welfare if they are not attending school on a daily basis.
- If your child is attending school but becomes ill, please contact the school and provide an explanatory note on their return to school. Please make sure you telephone the school every day your child is absent.
- Parents/carers also to provide proof of any appointments that lead to their child being absent from school.
- Academy protocol regarding holiday requests from parents/carers during term time remains the same and will not be authorised.
- Protocol regarding attendance codes given to absent students will be reviewed in order to reflect the current circumstances.