Attendance & Punctuality Policy Pre 16

Version	1.0
Author including Title	Simon Winslow Director
Responsible committee	
Date adopted	May 2019
Review Date	May 2020
Target Audience	Administrative and Teaching Staff
Related Documents	
Referenced	SOL Attendance

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.
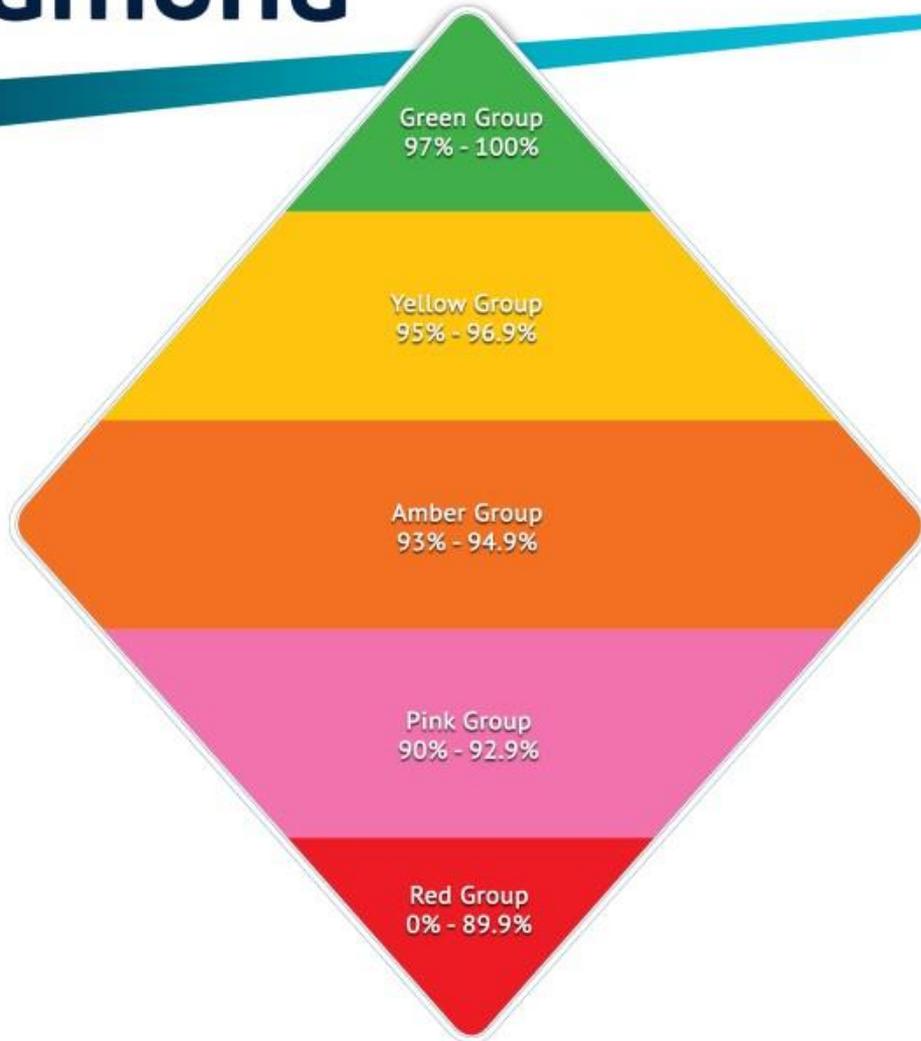- Use a graduated approach to respond to the attendance data weekly

Attendance Diamond

Hinde House
3 - 16 SCHOOL - SECONDARY PHASE
Creating excellence together

Green Group
97% - 100%

Yellow Group
95% - 96.9%

Amber Group
93% - 94.9%

Pink Group
90% - 92.9%

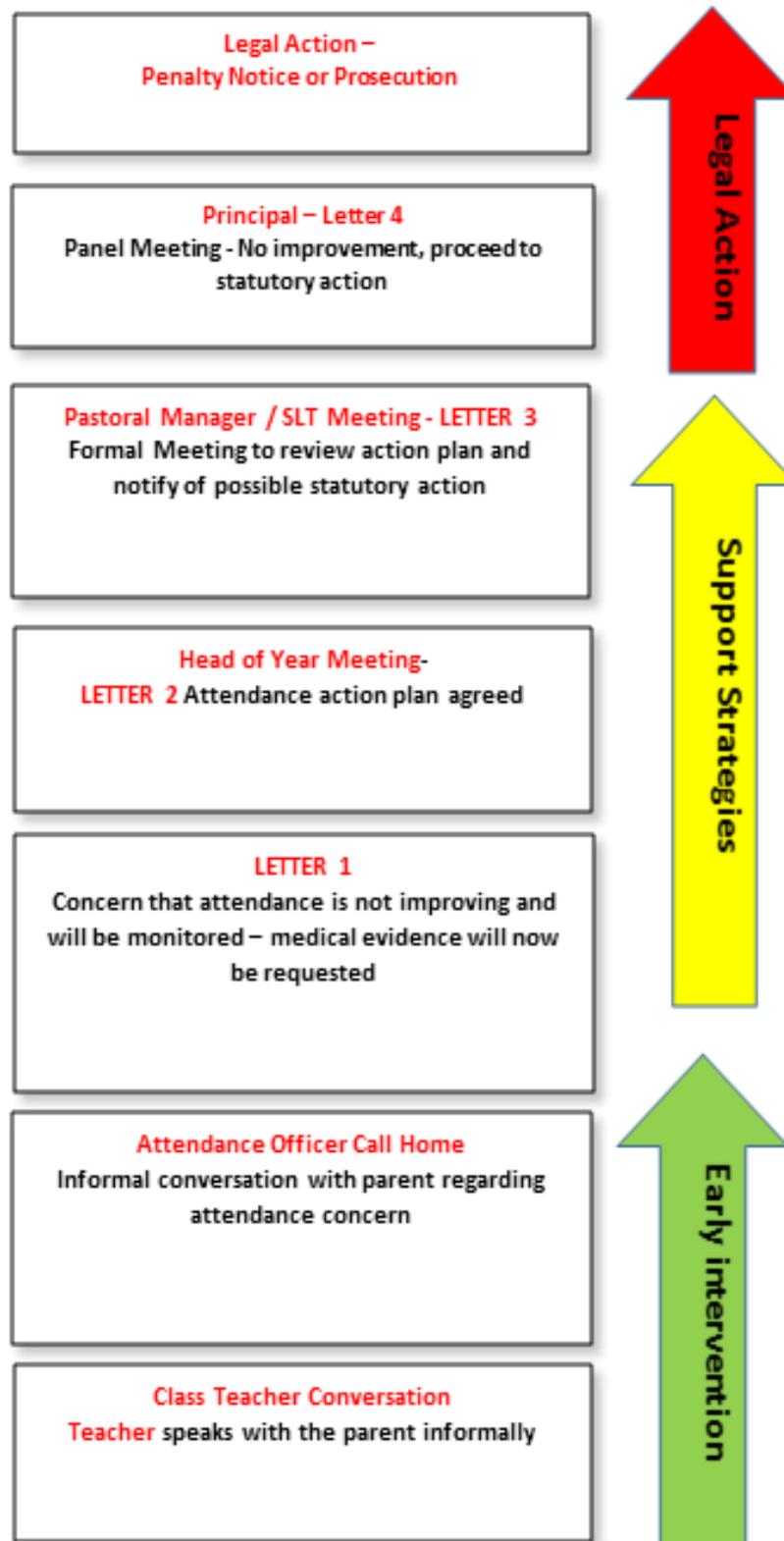Red Group
0% - 89.9%

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)

BRIGANTIA
LEARNING TRUST
Creating excellence together

Escalation Process

Legal Action –
Penalty Notice or Prosecution

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

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

Class Teacher Conversation
Teacher speaks with the parent informally

Legal Action

Support Strategies

Early intervention

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