



# ATTENDANCE POLICY (REVISED JAN 2013)

Approved by Governors	27 March 2013
Review Date	Spring 2016

**Preface to all policies and procedures.**

Colchester Academy aims to be the first choice provider of outstanding learning for the community of Colchester and beyond. The Academy will provide exciting and challenging academic, vocational and social learning opportunities locally, nationally and internationally. The Academy will prepare students for a rapidly changing world and nurture a philosophy of lifelong learning that they will maintain into adulthood. All students and staff will be nurtured, motivated and encouraged to be the best they can be.

Colchester Academy's ethos is founded on a set of key principles which will inspire and be evident in all the Academy does. These principles are:

- Harnessing the specialisms of English and Health Sciences
- A culture of high aspirations, high achievement and success for all
- Respect for others and self, with all people feeling valued
- A secure and healthy environment which is at the heart of the community.

### **Parents' responsibilities**

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:-

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence”.

(NB Where the Education Act refers to “he”, it also means “she”)

If a student is prevented from attending Academy because of sickness or other unavoidable cause, it is the responsibility of the parent to notify the Academy of the student's absence. This should be by telephone on the first day of absence and confirmed in writing when the student returns to Academy. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours.

Parents **do not have the right** to take children out of Academy for a holiday during term time and any requests to do this will not be agreed. Where a parent takes their child/children out of Academy without prior permission this will be regarded as an unauthorised absence and could lead to the parent being served with a fixed penalty notice.

### **Students' responsibilities**

All students should be aware of the importance of regular Academy attendance. If they are having difficulties which might prevent them from attending school regularly, they should speak to their form tutor, Year Leader or Head of Key Stage.

Students should attend all their lessons on time, ready to learn. If they have been absent from Academy they should give their form tutor a note from their parents to explain the absence. Students also have a responsibility for following school procedures if they arrive late.

### **The Academy's responsibilities**

All the staff at Colchester Academy will provide an ethos which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality. All Academy staff share in the responsibility for ensuring that students have good attendance.

**Form Tutors:**

- ensuring that attendance registers are completed accurately during the registration period and returned promptly, these should be complete on the appropriate MIS;
- rewarding individual student attendance in line with the Rewards Policy;
- on a weekly basis sharing with individuals in the tutor group their own attendance percentage, number of weeks full attendance so far that term (equivalent to number of entries in the termly attendance draw).
- responding to absenteeism firmly, consistently and with care;
- taking the opportunity to discuss with individual students the reasons for their absence on their return to the Academy;
- acknowledging good or improved attendance of individual students or the tutor group as a whole;
- ensuring that appropriate action is taken, e.g. setting a detention, where students are late to registration.
- as appropriate contacting parents when they are concerned about a student's absences, and recording the contact.

**Subject Teachers:**

- completing subject registers using SIMs Lesson Monitor (during the first 15 minutes of each lesson) and following up any absences from lessons in order to deal with truancy which might occur after morning or afternoon registration;
- acknowledging good or improved attendance of individual students or the class as a whole.

**Year Leaders/Head of Key Stages:**

- monitoring the attendance of individual students, tutor groups and the year group as a whole;
- monitoring the role of form tutors in promoting attendance, e.g. completion of registers and rewarding attendance in line with the Rewards Policy;
- meeting the Education Welfare Officer fortnightly to discuss and action student attendance issues, in particular focusing on PA (persistent absentee) students;
- identifying, with the Attendance Officer, students whose attendance and/or punctuality is a cause for concern and implementing appropriate strategies, e.g. Attendance/Punctuality Report, meetings with student and/or parents;

- holding a daily Late Detention to be attended by students arriving at the Academy post morning or afternoon registration;
- contacting parents with regard to concerns about a student's attendance/punctuality;
- using Assemblies to promote good attendance and punctuality and to reward individual students and tutor groups in line with the Rewards Policy;
- acknowledging good or improved attendance of individual students, tutor groups and the year group as a whole.

#### **Attendance Officer:**

- ensuring registers are completed by form tutors and informing Year Leaders when issues arise;
- identifying, with Year Leaders (at fortnightly meeting), students whose attendance and/or punctuality is a cause for concern and implement appropriate strategies, e.g. Attendance/Punctuality Report, meetings with student and/or parents;
- providing Year Leaders, form tutors and other identified staff with data on attendance as required, including a weekly information sheet for form tutors showing their tutees attendance percentage, number of weeks full attendance so far that term and the attendance ranking of their tutor group within the year group;
- providing Year Leaders with a daily list of students who should attend the Late Detention;
- on a fortnightly basis, providing Year Leaders with a list of PA (persistent absentee) students for discussion/action at meetings with Education Welfare Officers;
- differentiating appropriately between authorised and unauthorised absence, conferring with the Year Leader before determining that an absence is unauthorised, (a letter or message from a parent does not in itself authorise an absence – only the Academy can decide whether the parent's explanation justifies authorising the absence);
- ensuring that 'First Day' calls are carried out for all students absent from the Academy for whom a reason has not been provided;
- every lesson monitoring lesson registers completed on SIMs Lesson Monitor to identify students who are truanting post registration or who have arrived late and not signed in; where registers are not completed by teachers during the first 15 minutes of the lesson sending a paper copy of the register to the teacher to be completed and returned;
- on a half-termly basis writing to parents of any students with outstanding unauthorised absences requesting reasons for these;
- contacting parents with regard to concerns about a student's attendance /punctuality;

- ensuring registers are made available for the Education Welfare Service to carry out their six weekly checks;
- following identification of a student with attendance concerns through the six weekly register checks carried out by the Education Welfare Service, meeting with the student and their parents to discuss concerns and explain that it is expected that their attendance will improve;
- meeting with the Education Welfare Officer/s on a fortnightly basis (with Year Leaders) to discuss the progress of those students identified through the six weekly register check;
- where a student's attendance continues to give concern, (improvement does not occur following the meeting with parents and they are identified at a second six weekly register review), working with the Education Welfare Service to implement an agreed action plan;
- Meeting with the Attendance Improvement Officer to organise Truancy sweeps periodically throughout the academic year;
- Work with the Educational Welfare Officer to plan and carry out early morning door drops when a student's punctuality is causing a concern;
- Direct and prioritise the work of the Attendance Assistant to ensure the Academy attendance target is reached.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy