

 <p>The Farnborough Academy</p>	<b>Attendance and Punctuality Policy</b>		
	Status: Adopted		
	Version No: 1	Date adopted by full Governors: November 2016	
	Named staff Document Manager: <b>C. Watson</b>		
	Review period: ANNUAL	Next review due by: Nov 2017	
	Publish on:	Staff Area	<b>Yes</b>
		Public facing Webpage	<b>Yes</b>
Issue at Induction		<b>Yes</b>	
<i>NB Uncontrolled when printed</i>			

## **ATTENDANCE AND PUNCTUALITY POLICY**

### **Aims**

The Farnborough Academy is committed to maximising educational opportunities and achievement for all pupils. For pupils to gain the best from their time at Farnborough, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all pupils. Farnborough actively promotes good attendance and discourages unjustified absence. Farnborough recognises that promoting good attendance and punctuality prepares pupils for the disciplines of adult working life.

### **Guiding Principles of The Farnborough Academy**

- It is the responsibility of everyone to improve attendance and punctuality.
- The Academy needs to ensure that all its pupils access “an appropriate education” which meets their needs and allows all to realise their potential.
- The Academy will strive to provide a safe and caring environment where each pupil can engage in all opportunities offered.
- The Academy will work with pupils and their families to ensure every pupil attends regularly and punctually.
- The Academy will challenge the behaviour of those pupils and parents/carers who give a low priority to attendance and punctuality.
- The Academy has an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- The Academy will continue to develop ICT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.
- The Academy will support all aspects of the Education Act 1996 and the Children’s Act 2003: ‘Every Child Matters’ by implementing this policy in a consistent manner.
- The Academy will have regard to the Disability Discrimination Act 1995 and reasonable adjustments will be made for young people.

### **What you can expect from The Farnborough Academy:**

- We will promote good attendance and punctuality and will investigate any unexplained and/or unsatisfactory absence.
- We will work closely with parents/carers where a pupil’s absence is cause for concern.
- We will support pupils to achieve good attendance and punctuality.  
We will support pupils returning to school after prolonged absence.

We are a supportive academy and always strive to work in partnership with parents and carers to secure high levels of school attendance for all of our pupils. The Attendance Improvement Officer is available for informal meetings, including home visits, and will work with parents/carers to resolve issues. Where appropriate the Attendance Improvement Officer will arrange for further support to be put in place. This might involve one or more of the following:

- The pastoral year team (tutor, Head of Year and their Assistant);
- other pastoral support in school (e.g. counsellor, social worker, Orchard Centre);
- external support (e.g., CAMHS, Targeted Family Support).

#### **What The Farnborough Academy expects from Pupils:**

- To attend regularly and on time
- To be punctual to all lessons
- To ensure that they register for all timetabled lessons and inform the Attendance Office where appropriate if they are not able to be registered.
- To ensure all messages and notes from parents/carers and the Academy are taken to the appropriate place. Voicemail messages can be left on the Academy phone message system and written messages given in at the Attendance Office.

#### **What The Farnborough Academy expects from Parents/Carers:**

- To ensure their child attends regularly, punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the Academy is open unless they are too ill to do so.
- To avoid keeping their child away from the Academy for any reason other than illness or other authorised explanation (see below).
- To avoid arranging holidays during term time
- To immediately inform the Academy Attendance Office / Academy if their child is unable to attend (by 8.25am where possible), including the reason for absence and expected date of return. Parents should also confirm in writing, on their child's, return the reason for their absence. Absence notes are provided in the pupil planner. Only the Head Teacher can decide whether to authorise the absence.
- If no indication of a return date has been given, parents/carers should contact the Academy on each day of absence

#### **Registration**

- The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session.
- Pupils are expected to arrive by 8.30am in order to be ready for the start of the first session at 8.40am.
- Pupils are registered at the start of every lesson of the day.
- Registers close at 9.15am in the morning and 1.20pm in the afternoon, after which pupils could be marked as unauthorised absence unless a satisfactory explanation has been received.
- The register is marked using the Department for Education (DfE) Attendance and Absence Codes (see Appendix 1).
- Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in "School Attendance" published in October 2014 by the DfE

## **Punctuality**

- The Academy gates close at 8.40am and tutors are expected to have taken the AM roll call by 8.45am.
- Any pupil arriving after 8.45am but before 9.15am may be recorded as late. Pupils who arrive after 9.15am without a valid reason could be recorded as an Unauthorised absence for the session and receive a U mark in the register.
- Lateness will be reported to parents/carers. Repeated lateness will result in parents/carers being invited in to school for a meeting with the pupil's tutor/YearLeader in the first instance. Where there is no improvement to the pupil's punctuality then the pupil's parent will be asked to attend a meeting with the Head of Year, a member of the Senior Leadership Team or a member of the Attendance Team. Pupils may also be placed on Punctuality report.

## **Authorised/Unauthorised Absence**

Authorised absence is where the Academy has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence.

Parents/carers cannot authorise absence; only the Academy can do this.

- Parents/carers should contact the Academy Attendance Office (by telephone) on the morning of absence (preferably before 8.25/8.30am) giving a reason and an expected date of return. This should be followed up by a note on the child's return.
- Absence may be authorised for such reasons as:
  - illness – medical evidence may be requested before an absence is authorised
  - unavoidable medical/dental appointments, appointment cards are required before the absence can be authorised
  - exceptional family circumstances e.g. bereavement
  - days of religious observance (see Appendix 2)
  - study leave
  - exclusion
  - involvement in a public performance where a permit has been issued by the Local Authority
- Absence will not be authorised for such reasons as:
  - looking after brothers/sisters/unwell parents/carers
  - birthdays
  - days out, e.g. Goose Fair
  - shopping trips, including shopping for uniform items
  - family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved).
  - special occasions, where the Academy does not agree that the absence should be granted.
- Medical/dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to school before the appointment, sign out and return to school after the appointment. Should the Academy require evidence of a medical appointment, a medical evidence request letter will be sent to parents/carers.

If medical appointments are attended at the start of the day, causing the pupil to arrive late to the academy, medical evidence (as above) must be provided or a late detention may be issued.
- Absence due to illness will only be authorised if the medical evidence has been received (i.e. appointment card, doctor's note or prescription).
- Following an explanation from parents/carers regarding a pupil's absence, the Academy will decide whether the absence will be authorised.

- Absence which has not been explained (in line with DfE guidance) will remain as unauthorised.
- Parents/carers should not take their children out of school for days out, to attend sporting events, etc.

### **How we Respond to Absence/Lateness**

- If a pupil is absent at morning registration without contact from a parent/carer to explain the absence, the Academy will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child's absence. Contact will be via automated message which will attempt to call/text landline numbers and mobile numbers for priority 1 and 2 contact numbers. Parents/carers should contact the Attendance to inform us of the reason for their child's absence. The Academy asks that parents/carers ensure that the Academy has the most up to contact details at all times.
- If no response is received to the automated service, the Academy will write to parents/carers requesting an explanation.
- All absence notes will be retained.
- Where a pupil's absence is a cause for concern, the Academy will write to parents/carers and/or invite the parents/carers into school or visit parents/carers at home, including unannounced visits.
- Where no sustained improvement in attendance/lateness is demonstrated despite intervention a referral will be made to Nottingham Education Welfare Service. Legal Action may be instigated which could result in a Penalty Notice being issued per parent/per child or the matter could be referred to the Magistrates Court.

### **Persistent Absence**

A pupil becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any pupil whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- An action plan to improve attendance will be created which may involve a CAF and referrals to other agencies alongside meetings between relevant Academy staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the Academy, further advice may be sought which could lead to legal sanctions being imposed via the Education Welfare Service.

Persistent Absence data is communicated to the Local Authority via the School Census on a termly and annual basis.

### **Leave of Absence during Term Time**

Any absence interrupts the continuity of pupil's learning. Government Legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. Parents/carers are strongly urged not to take pupils out of school for holidays during term time.

Even where the circumstances are considered exceptional, please be aware that requests will not be authorised:

- During exam periods (these could be throughout the year).
- During the month of September.
- For any pupil in Year 11.
- If your child's attendance is below the Academy's attendance target for the 12 months prior to application.
- If your child has unauthorised absences.

- Where a previous holiday has been taken.
- Where there are coursework deadlines or controlled assessments (these could be throughout the year).

It is expected that a Request Form is submitted to the Attendance Office at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form. The Academy has the right to request the Local Authority to issue a Fixed Penalty Notice on parents/carers who insist on taking their children out of school without authorisation. Fixed Penalties require **each parent to pay a fine of £60 per child** if paid within 21 days or **£120** if paid after 21 days but within 28 days (with effect from September 2013). Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance. This legislation also applies to any pupil taking leave of absence without prior notification to the Academy.

Please note this amount and timescales is subject to change by the Government and in line with Nottingham City Council's Code of Conduct.

Where a child has an unauthorised absence and there is reason to believe they have been taken out of school for an unauthorised holiday, we may do an unannounced home visit to establish the whereabouts of the child. If the child's absence is still unexplained we may refer to the Education Welfare Service to pursue legal action against the child's Parent(s) or Carer(s).

### **Excluded Pupils and Penalty Notice referral**

The Academy may refer to the Education Welfare Service for a Penalty Notice to be issued when there is evidence that an excluded child is seen in a public place during school hours.

### **Re-integration following Long-term Absence**

Where a pupil has been absent for a prolonged period of time, perhaps due to illness, the Academy will:

- Welcome the pupil back to the Academy and value their return
- Provide support for the pupil in consultation with parents/carers to enable a successful return to the Academy.
- Ensure that all relevant staff are informed of the circumstances.
- Work with other agencies, where appropriate, to ensure a successful outcome.
- Consider a personalised programme of return if appropriate
- Nominate a key member of staff to monitor and review the pupil's return.

### **Promoting Good Attendance and Punctuality**

- It is the belief that all pupils are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all pupils.
- Pupils are regularly informed of their attendance levels and, if appropriate, how they can improve.
- Good and improved attendance and punctuality will be promoted and rewarded.
- Pupils, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/carers are encouraged to contact the Academy Attendance Office at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those pupils whose attendance is a cause for concern.
- Pupils who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the Academy.
- Effective links are made with primary schools to facilitate the smooth transition to The Farnborough Academy.

### **Attendance Data and Targets**

- The target for all pupils is to strive for 100% attendance. Only by achieving full attendance can pupils expect to achieve their full potential.
- Attendance data will be collected and analysed and used to inform the Academy's attendance practices and interventions.
- Individual pupil data will be analysed and monitored to enable early intervention.
- Attendance data is provided on a termly basis to the Local Governing Body.
- Attendance data and persistent absence data is communicated to the Local Authority and is published via RaiseOnline.
- The Academy will use a Cumulative Attendance Tracker to monitor attendance on a weekly basis.

### **Statutory Requirements, the Law and the Local Authority**

- Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.
- Section 7 of the Education Act 1996 states that parents/carers are responsible to ensure their child receives a suitable education.
- Under section 444 of the Education Act 1996, a parent who fails to ensure their child attends the school at which they are registered, is guilty of an offence.
- The Academy works together with the Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be imposed for dealing with unauthorised absence: Fixed Penalty Notices, Parenting Contracts and Orders, Education Supervision Orders or referral to the Magistrates Court which can impose fines (up to £2500) or up to 3 months in prison or both.
- All sanctions are used to improve attendance and punctuality and reduce absence.

### **Staff Roles and Responsibilities:**

All members of the Academy have a role to play in improving attendance and reducing absence.

### **Subject teachers**

- Welcome and value the attendance of all pupils to lessons.
- Will ensure all pupils are accurately registered.
- Will ensure that pupils know the register is being taken.
- Will identify pupil absence to lessons and take appropriate action.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.

### **Tutors**

- Will discuss absence and attendance weekly with pupils.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Will work with identified pupils, setting targets to improve attendance and monitoring progress towards those targets.
- Will ensure that all absence notes or verbal messages are sent to the Attendance Office.
- Discuss attendance with parents/carers.

### **Heads of Year**

- Will monitor absence and attendance regularly for their year group, by use of the weekly Cumulative Attendance report.
- Will discuss absence and attendance concerns with pupils and set targets for improvement.

- Will contact parents/carers where attendance concerns have been identified.
- Will support pupils to improve their attendance.
- Will promote attendance through assemblies
- Will work with other members of staff to share information and support pupils and their parents/carers to improve attendance

#### **Attendance Office Staff / Reception**

- Will monitor registration on a daily basis.
- Will receive calls and messages from parents/carers regarding pupil absence.
- Will contact parents/carers regarding pupil absence.
- Will identify absence trends or concerns and raise these with the appropriate members of staff.
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff.
- Will take the lead on raising the profile of attendance throughout the Academy, including improving attendance and reducing persistent absence.
- Will monitor absence and attendance regularly.
- Will identify any absence trends or concerns and will liaise with the appropriate members of staff.
- Will contact parents/carers where attendance concerns have been identified and provide support to improve their child's attendance.
- Will support pupils to improve their attendance.
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual pupils.
- Will provide data to the Executive Headteacher, Head of School, Deputy Headteacher on a regular basis.

#### **The Executive Headteacher, Head of School and Deputy Headteacher (Pastoral)**

- Will ensure that the Academy attendance policy is implemented and regularly reviewed.
- Will ensure the whole Academy ethos promotes excellence in attendance and punctuality.
- Will report to the Governing Body matters relating to Attendance and Punctuality.
- Will monitor the curriculum to develop ways of improving the provision of educational experience.
- Will utilise attendance data to inform strategic planning

## APPENDIX I

### DfE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING FOR STATISTICAL PURPOSES
/	Present (AM)	Present
\	Present (PM)	Present
B	Off-site Approved Educational Activity	Counted as present
C	Leave of absence authorised by the school	Authorised absence
D	Dual Registered – at another educational establishment	Counted as present
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT authorised by the school or days in excess of agreement)	Unauthorised absence
H	Family holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview Approved Educational Activity	Counted as present
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence



P	Approved supervised sporting activity Approved Educational Activity	Counted as present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip Approved Educational Activity	Counted as present
W	Work experience Approved Educational Activity	Counted as present
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances (Enforced Closure)	Not counted in possible attendances
Z	Pupil not yet on admission register	Not counted in possible attendances
#	Planned whole or partial school closure	Not counted in possible attendances

## **APPENDIX 2**

### **Religious Observance**

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the Academy to approve the absence or grant leave of absence.

Individual religions and their religious observance are too numerous to detail in this document.

Parents should contact the Academy to request leave of absence for all religious observance.