

Shireland Collegiate Academy Trust Guidelines

Attendance Guidelines

Committee and Date Approved	N/A
Category	Guidelines
Next Review Date	When changes are required
Availability	Trust Website
Officer Responsible	Principal

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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Introduction

- Shireland Collegiate Academy Trust recognises the high correlation between achievement and attendance. Therefore, in order to achieve high levels of attendance, there is a clearly defined process communicated to all stakeholders.
- Academy attendance is subject to various Education Laws and this Trust Attendance Policy is written to reflect this legislation and the guidance produced by The Department for Education.
- We are keen that everyone aims for 100% attendance at the Academy.
- We would hope that parents and carers will help by:
 - a) not letting their child take time off from the Academy for minor ailments;
 - b) arranging appointments and outings after hours, or as late as possible in the afternoon, at weekends or during school holidays;
 - c) not taking holidays during term time.
- If we have a concern regarding a student's attendance, we will notify parents and carers by telephone, e-mail and/or letter.
- There are clear procedures for the reporting of absence (see below) and this Attendance Policy is available as a paper copy on request by e-mailing info@tca.shirelandcat.net
- The taking of holidays during term time is strongly discouraged.
- The School's Management Information System (SIMS) will be used to monitor attendance at registration and lessons.
- Attendance figures are reported annually to the DFE and the Shireland Collegiate Academy Trust where appropriate, targets are set for the following year.
- Attendance figures are monitored on a regular basis by the Senior Leadership Team, Pastoral Director and Heads of Year.
- We will work co-operatively with external agencies to deal with problems of irregular attendance.
- We will keep accurate records of all exclusions and, in accordance with statutory guidance, report them to the Governing Body and the Local Authority.
- We will take appropriate action to reduce the need to exclude students from our Academy.
- We continue to monitor the attendance of key groups of students

Academy Attendance

Procedures: -

- a) The Vice Principal with responsibility for whole academy attendance will monitor attendance alongside the Attendance Manager and Pastoral Director, with support from the Heads of Year
- b) The Attendance Manager will discuss with the Pastoral Director and Vice Principal any student who has been identified as a concern due to a poor attendance record
- c) Prolonged absence without supporting evidence will be referred to the Education Support Service
- d) The Head of Year and Attendance Team will investigate all cases where a student's attendance falls below 95% (this information is available from SIMS). Parents/carers will be aware of this through regular contact from the academy. A formal letter may also be sent at this time by the Attendance Team.
- e) The attendance of any student classed as a Persistent Absentee (attendance below 90%) is monitored every half term and strategies implemented to try and support the student to improve their attendance.
- f) All leave of absence requests must be made directly to the Principal and/or a designated representative and such requests will be logged with the Attendance Manager and a copy of the acknowledgement letter added to their linked documents in SIMS so that the appropriate entry can be made to the register.
- g) All leave of absence requests will be dealt with in accordance with Department for Education guidance, i.e. it is at the discretion of the Principal and only for exceptional circumstances. The Principal reserves the right to decline any leave of absence requests during term time.
- h) Teachers must mark the register accurately at the start of all teaching sessions.
- i) All staff should promote high standards of punctuality and attendance by being a good role model.
- j) Families are informed of any truancy within the academy day by Behaviour Management Services (BMS) staff. Appropriate sanctions will be implemented by BMS and communicated to parents.
- k) The Attendance Manager supported by the Pastoral Director and Heads of Year will monitor students whose attendance is below 95%. Letters will be sent to families and subsequent meetings held with either the Attendance Manager, Pastoral Director, Head of Year, a member of the Senior Leadership Team and/or the Principal depending on the severity of attendance levels.

Student Absence Reporting Procedures (Sickness)

- Any student who is absent from the Academy at the morning or afternoon registration must have their absence recorded as being authorised, unauthorised, unexplained, or as an approved educational activity (AEA).
- Only the Principal, the Vice Principal with responsibility for whole academy attendance or the Attendance Manager can authorise absence.
- Families should call the academy to report an absence at the beginning of the day, ideally before 9.00am on 01384 987973, option 1.
- Alternatively they can e-mail attendance@tca.shirelandcat.net in regards to absences known about 48 hours in advance/medical evidence/queries relating to attendance.
- If no contact is received from the family of the absent student, a phone call will be made by the Attendance Manager or appropriate staff member on the same day.
- A door knock may be requested the same day if there is no reason for absence/prolonged absence/safeguarding concern.

Lateness

- Morning registration will take place between 8:45am and 8:55am.
- Any student arriving after 8:55am will be marked late and subject to detention sanctions unless there is an acceptable explanation which can be verified, e.g. transport problems.
- The morning registration will close at 9:15am. Pupils arriving late after this time will be recorded as an unauthorised late (U code).
- The academy follows a clear process in terms of sanctions for lateness to the academy, if you wish further information please contact your child's form tutor, Head of Year or the Attendance Manager.
- In cases where the absence at registration is due to attending an early morning medical appointment, the appropriate authorised absence code will be entered, so long as evidence of the appointment has been provided. We strongly encourage such appointments to be made outside of academy hours where possible.
- Afternoon registration will take place at 1:25pm for key stage three pupils and 2.25pm for key stage four pupils.
- Letters regarding punctuality will be sent home when triggered.

First Day Absence

- If a student is absent, families should notify the academy on each day of absence, stating the reason. Where possible, this should be before 9.00am.
- If no contact is made by families explaining the absence on the first day, an SMS message will be sent via EduLink. If there is still no reason provided, the academy will telephone to secure an explanation. **Parents/carers should be providing more than one emergency contact.**

- A door knock may be requested the same day if there is no reason for absence/prolonged absence/safeguarding concern.
- Absence follow up letters will be sent daily for absences where no reason has been provided.
- If a reason is provided later, we will amend the coding used if appropriate for up to 5 days after the absence. After this point, the absence will not be changed.
- A member of our safeguarding team will call for pupils who are on Children in Need plans, Child Protection Plans or Early Help involvement when absent and feedback any information. They will also update external agencies daily when a vulnerable pupil is absent.
- A member of BMS staff will check the attendance of pupils who are on alternative provision daily and feedback information. Those at Cherry Tree provision are reviewed weekly by our SENCO.
- A member of the SEND team will call for LAC pupils or those who have an EHCP when absent without reason and feedback any information.

Persistent Absence

- A child who is persistently absent is at risk of failing to achieve their full potential.
- A student is labelled as persistently absent if their attendance is at or below 90% – this is 19 or more days off across the whole year, this is equivalent to being absent one half day a week.
- Any student who is absent without an explanation for 3 days will be discussed with the Head of Year and the Academy will record details of the action that they have taken.

Frequent Absence

- ‘Green/amber/red’ attendance letters will be sent home when triggered by the Attendance Team. The trigger for a ‘green’ letter is 4 days of absence. The trigger for an ‘amber’ letter is a further three days of absence following the green letter being issued. A red letter will only be triggered if an amber letter has been sent and there has been further **unauthorised** absences.
- If attendance rates fail to improve, a meeting will be held between the family, Attendance Manager, Head of Year, Pastoral Director, Welfare Officer and/or member of the Senior Leadership Team.
- If attendance remains an issue, a referral will be made to the Education Support Service which may result in a fixed penalty notice or legal action.
- It is the responsibility of the Attendance Team and the Head of Year to be aware of and bring attention to any emerging attendance concerns.
- In cases where a student begins to develop a pattern of absences, the academy will try to resolve the problem with the family and will offer internal/external support.

Welcoming Students Back

- It is important that on return from an absence all students are made to feel welcome.
- This should include ensuring that they are helped to catch up on missed work and brought up to date on any information that has been passed to the other students.
- Their Session 1 teacher should have a discussion with the student on their return.

Promoting Good Attendance

- Pupils are automatically awarded E-Praise points on our reward system for every week their attendance is 100%. These points can be used for prizes of the pupils choosing.
- There are specific reward events for attendance throughout the school year where good attendance has been achieved.
- Form Tutors will discuss students attendance with them weekly.
- Students track their attendance at the front of their workbooks.

Leave of Absence During Term Time

- Term time extended leave is not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- The Academy will only consider granting leave of absence in exceptional circumstances which are not related to holidays.
- Families must write directly to the Principal for permission to take their child out of school during term time (**at least 6 weeks before absence**). This request can be made to attendance@tca.shirelandcat.net.
- The 6-week time period is necessary in order for the academy to give due consideration to the request.
- If the request is denied, the academy will inform the family of the reason by letter.
- If the family choose to continue with the planned absence, it will be taken as an unauthorised absence and could result in a penalty notice.
- In the rare circumstances when the Principal is satisfied that there are genuine reasons for an absence, he will determine the number of days a

child can be away from the Academy.

Penalty Notices

- Section 23 of the Anti-Social Behaviour Act (2003) empowers designated Local Authority Officers and the Police to issue penalty notices in cases of unauthorised absences from the academy.
- A penalty notice could be issued in the following circumstances:
If a minimum of 5 school days of unauthorised absence are taken during the current term for:
 - Overt truancy
 - Parentally condoned absences
 - Holidays taken in term time
 - Persistent late arrival at the academy

Contact Details

- Vice Principal – Mr N Spark
Nspark@tca.shirelandcat.net
- Attendance Manager – Mrs Sarah Tugby
stugby@tca.shirelandcat.net/attendance@tca.shirelandcat.net
- Head of Year 7/KS3 Pastoral Director – Mrs Sarah O'Neill
so'neill@tca.shirelandcat.net
- Head of Year 8 – Miss Olivia Allen
oallen@tca.shirelandcat.net
- Head of Year 9 – Mrs Nichola Harris
nharris@tca.shirelandcat.net
- Head of Year 10/11 – Mr Sam Hampton
shampton@tca.shirelandcat.net
- KS4 Pastoral Director – Mr Liam Guest
lguest@tca.shirelandcat.net

Appendix: Roles and Responsibilities

All Staff

- All staff promote high standards of punctuality and attendance in all year groups by being a good role model.
- Complete all registers within the first 10 minutes of a teaching session.
- Inform the Attendance Manager if there are any issues with the completion of your register.
- Use the BMS call out function to report any students who are missing from your lesson but have been marked present earlier in the day.

Session 1 Teachers

- Communicate with students and their families who are attendance concerns, as directed by their Head of Year.
- Session 1 teachers should record their contact with students and their families using the Initiatives section within behaviour management in SIMS.

Head of Year

- Monitor the academy attendance spreadsheet on Teams at least once a week.
- Direct their form tutors to students who require further intervention as a result of their poor attendance on a weekly basis
- Identify students whose attendance is 90 – 92% and either make a phone call to the family themselves or request a phone call from external attendance Welfare Officer.
- Ensure monitoring of all families who have received communication regarding poor attendance and apply further follow up as required.
- Arrange external and internal support where appropriate.

Attendance Manager

- Collate and record calls to student absence line on a daily basis.
- Annotate registers with absences as appropriate.
- Record late arrivals and early leavers from Inventory on SIMS.
- Maintain the late record spreadsheet to inform sanctions applied by Senior Leadership Team.
- Send Edulink SMS messages for those pupils who have late detentions.
- Make calls to families of absent students who have not contacted the academy.
- Identify and communicate with Instill Excellence daily door knock requests.
- Liaise with Heads of Year on regular basis, particularly regarding students of concern.

- Identify any students who have 3 or more days of unexplained absence and flag to Head of Year.
- Identify any students with 3 or more periods of absence and send the appropriate letters.
- Arrange meetings regarding attendance where appropriate to offer support and/or implement Attendance Support Plan's (ASP's) where appropriate.
- Liaise with Educational Support Services and collating documents and making referrals as appropriate.
- Record any medical evidence received on a students linked documents (SIMS).
- Meet with the Vice Principal and Pastoral Director weekly to discuss attendance concerns and next steps.
- Create and update weekly the vulnerability and whole school attendance data spreadsheet. We will use this information to target support the pupils who need it the most.