



Attendance Policy

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1 Statement of Policy

1.1 This Academy recognises that regular attendance at Sirius Academy West is integral to success and encourages regular attendance by:

- Recognising and rewarding excellent attendance
- Providing an appropriate curriculum
- Using all reasonable means of support for learning and behavioural difficulties
- Recognising and praising all forms of achievement
- Listening to the concerns of students and their parents/carers

1.2 We expect parents/carers to recognise the importance of regular attendance at the Academy and expect their support in:

- Ensuring that, with the exception of illness, their child attends the Academy every day and every session
- Ensuring that their child arrives on time to every session
- Keeping the Academy informed of a student's absence – ideally this must be a written note brought in by the student on return – even if the Academy has already been alerted by telephone
- Completing any absence enquiry letters, which are sent out if the Academy has not been offered a reason for the student's absence
- Attending Parents'/Carers' Evenings
- Alert the Academy to any family circumstances that may prevent attendance

2 Summary of main roles and responsibilities

a) **The tutor** marks the register at the morning session, collects reasons for absence, shares attendance targets for students in the tutor group, ensuring they are recorded in student tutor booklets and liaises with the relevant Attendance Officer and Head of House

b) **The Attendance Officer (AO)** checks completion of registers on Progresso which, produces standard letters, Absence Reports and data for tutors, Heads of House, Heads of Year, Senior Leadership Team, House links, Assistant Head Teacher Student Achievement, Head of School and Education Welfare Officer (EWO) and alerts to parents/carers via Keep

Kids Safe, if students are absent. The Attendance Officer produces excellent attendance certificates, half-termly and termly. There are currently two Attendance Officers responsible for Year Groups and Houses for:

- Challenger House
- Enterprise House
- Pioneer House
- Discovery House
- Voyager House

c) **The Home School Liaison Officer (HSLO)**

The HSLO's core work is aimed at working with students before they become on track to be persistent absentees. The HSLO will work directly with families and if appropriate offer temporary education at home. The HSLO also has a pivotal role in assisting the families who have a child with a long term illness

d) **The Head of House**, will communicate with parents/carers of students whose attendance falls below the expectations of 95% in any one term, monitors the attendance of known truants via report cards and Advanced Learning and takes follow-up action with students who are late to school and lessons and carries out internal truancy checks

e) **The Academy Education Welfare Officer (EWO)**

The EWO's core work is working with persistent absentees and preventing those on track to becoming persistent absentees from doing so. The EWO will ensure that all avenues for removing barriers to good attendance have been explored and if necessary prepare documentation required for the Education Welfare Service to begin legal procedures

f) Assistant Head Student Achievement liaises strategically with Education Welfare Officer, produces a report each term for the Vice Principal MAT: Behaviour & Safety and is responsible for monitoring, evaluating and reviewing attendance and punctuality procedures and practices. Assistant Head teacher reports directly to Vice Principal MAT: Behaviour & Safety

3 Marking registers

3.1 Completing registers

- **The register is a legal document and must be accurate and up to date**
- Under **no circumstances** should students be allowed to mark a register or record reasons for absence
- Registers must be taken, wherever possible within the first 5 minutes of each lesson and within the first 5 minutes of morning registration

- Supply staff take a paper register supplied by the Attendance Officers and return this within the first 20 minutes of each lesson or by the end of morning registration to the Attendance Officers
- Long term supply staff are given a username and password so that registers can be taken electronically
- Staff taking a cover lesson complete the register within the first 5 minutes of the lesson on Progresso and using the appropriate lesson codes
- Staff covering another Tutor Group's register complete the register within the first 5 minutes of morning registration on Progresso
- All registers are completed using Advanced Learning. Students are marked late if they arrive after 8.35am or 5 minutes after the start of individual lessons. Staff record on Progresso the number of minutes late (in multiples of 5 minutes)
- Individual lesson registers (outside of the official registers at tutor) are also completed using Advanced Learning

Attendance Code List

Mark ID	Type	Description
/	Present	Present
\	Present	Present (pm)
B	Educational Activity	Educated off site (NOT dual registration)
C	Authorised Absent	Other authorised circumstance
D	Educational Activity	Dual registration
E	Authorised Absent	Excluded
F	Authorised Absent	Extended family holiday
G	Unauthorised Absent	Family holiday (not agreed)
H	Authorised Absent	Family holiday (agreed)
I	Authorised Absent	Illness
J	Educational Activity	Interview
L	Present	Late before reg. closed
M	Authorised Absent	Medical/dental
N	Unauthorised Absent	No reason yet provided
O	Unauthorised Absent	Unauthorised absence
P	Educational Activity	Approved sporting activity
R	Authorised Absent	Religious observance
S	Authorised Absent	Study leave
T	Authorised Absent	Traveller absence
U	Unauthorised Absent	Late after reg. closed
V	Educational Activity	Educational visit
W	Educational Activity	Work experience
X	Cancelled	Non-comp school age absence
Y	Cancelled	Enforced closure

Advanced Learning Attendance Codes and Procedures

- Registration is taken by tutors and should be completed within the first five minutes of the registration period
- Morning registers should be sent as early as possible before 8.50am, and should not be recalled after this time
Subject teachers take other registers and "send" to the Attendance Officers via Advanced Learning. There is no afternoon tutor registration, but this is designated and taken in the first five minutes of Period 4 by the relevant class teacher
- Students who arrive late but before the register is taken can still be recorded **L** and in multiples of 5 minutes how late they were
- Informing the pastoral system of a student's lateness does not mean that the member of staff should hand over responsibility for dealing with the lateness
- Pastoral staff deal with lateness when records reveal that a student is consistently late for several lessons or consistently late to the start of the Academy day. The Assistant Head Teacher, Discipline for Learning liaises with the Heads of House to ensure appropriate sanctions are put in place
- The Attendance Officers provide records of lateness to tutors, Heads of House and the relevant Senior Leadership Team link weekly
- Marks may be pre-marked by the Attendance Officers, if they have received notification from parents/carers, outside agencies etc. **These must not be altered by other staff without reference to the relevant Attendance Officer and/or Head of House**
- Subject staff record **N** if a student is absent from the lesson
- Tutors have access to backdated records and amend records accordingly when they receive explanation of absence. A code **C** will be inserted **only** by the tutor or attendance officers. **Subject staff must not amend previous registrations**
- Absence and other attendance notes are signed and dated by the tutor and kept in the green tutor file
- Where a student is absent for a current registration but present for a previous registration that day, the appropriate Head of House is informed by the subject teacher as soon as possible. This may be done via e-mail or a note in the tray
- A paper record of attendance is kept in the Attendance office, in line with statutory requirements. This is the "Traditional am/pm Attendance Report"
- Tutors, Heads of House, the relevant Senior Leadership Team link and the Assistant Head, receive a Weekly Register of all Attendance". This includes details of attendance, lateness and other codes inserted by teaching and attendance staff. It is the responsibility of the tutor to chase explanations for absence, but they will usually refer to the Attendance Officers for assistance

- When a student is internally truanting from a particular lesson, the teacher is informed, usually by the tutor or Head of House. In the first instance, it is a departmental responsibility although tutors must be alert for patterns of absence. However, should the student fail to complete the department sanction it will then result in an Academy detention
- **V** and **P** – (Educational Visits and Approved Sporting Activity) are marked retrospectively by the Attendance Officers when lists are returned. It is the responsibility of the member of staff in charge of the visit to:
 1. Obtain the necessary permission for the students to be away from the Academy
 2. Ensure that all staff know via e-mail and the notice board in the staff room which students are away and the reason
 3. Return the attendance list to the Attendance Officers immediately after the event or visit

4.1 First day contact

- The Attendance Officers contact the parents/carers of all students on the first morning of absence, where possible, via Keep Kids Safe. The register is amended by the Attendance Officers, when an explanation for absence is received and tutors are informed via e-mail. It is the responsibility of tutors, Heads of House and the Attendance Officers to ensure that there are as few **O** insertions as possible
- When the Attendance Officers receive notification of student absence by phone they will ensure that both the Head of House and tutor are aware of this information

4.2 Other procedures

- Students, leaving the Academy with permission before the end of the day, sign out at student services reception and receive a pass. No student should receive permission to leave the Academy without parents/carers being contacted and without authorization from the relevant member of Senior Leadership Team with the exception of medical appointments etc.
- Heads of House may request individual form or class registers from the Attendance Officers
- If there is an error on a class list on a teacher's Progresso-registration group, they should let the Attendance Officers know as soon as possible
- If a student moves group, the Attendance Officers should be informed immediately by the appropriate subject leader, quoting the new and old teaching group codes

4.3 Authorising Absences

- **Schools/Academies authorise absences, not parents/carers.**

Section 444 of the Education Act 1996

(3) The child shall not be taken to have failed to attend regularly at the school by reason of his absence from the school –

(a) With leave

(b) At any time when he was prevented from attending by reason of sickness or any unavoidable cause, or

(c) On any day exclusively set apart for religious observance by the religious body to which his parent belongs

- Schools/Academies will authorise absence for genuine illness
- Schools/Academies cannot authorise absence for students who;
 1. Go shopping during school hours
 2. Have a day off for a birthday
 3. Look after brothers/sisters
 4. Feel tired after a special event
 5. **Take holidays during term time**

Please note this list is not exhaustive

- Students should not take holidays during term time. All requests for holidays during term time will be refused and the matter referred to the Education Welfare Service for consideration of a Penalty Notice if parents/carers still take the student on holiday during term time
- If parents/carers consider that there may be exceptional circumstances for any holiday, then requests and the reasons for the absence must be put in writing to the Academy prior to the holiday. Parents/carers maybe asked to provide additional evidence after this
- The Education Welfare Service will also be requested to consider a Penalty Notice if a parent/carer takes a student on holiday in term time without informing the Academy of this event
- Parents/carers have a legal duty to send their child to the Academy regularly. Failure to do so may result in a Penalty Notice or prosecution

Section 444 of the Education Act 1996

(1) 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.

- Parents/carers are informed by the Attendance Officers when their child has accrued 15 absences in a year
- Parents/carers are informed that their child is at risk of being deemed a “persistent absentee” and will be referred to the EWS
- Parents/carers are kept informed of subsequent absences above 15 by the Attendance Officers

- Persistent absentees are identified as soon as they approach 15 or more absences and they are automatically referred to the Education Welfare Service. Their attendance is closely monitored by the Head of House, who in conjunction with the Education Welfare Officer will organise a meeting with parents/carers and the student to set up an action plan to enable improved attendance

5 The Tutor and the Attendance Officer

- The tutor plays a key role in emphasising the importance of regular attendance and encouraging students to take a responsible attitude towards punctuality and absence. The tutor must ensure that weekly information is shared with their group and that the information is recorded in the individual's tutor booklet
- If a student is not present in morning registration and no reason for absence is known, the Attendance Officer contacts the parent/carer via Keep Kids Safe, where possible, to ascertain reason for absence. Accurate and timely completion of the register is vital for the Attendance Officer's time to be used effectively
- If a student has been absent from school for 3 days and there has been no communication from home, the Attendance Officers send a letter regarding absence
- Each morning, tutors check with students that they were present the previous working day and if not request a reason for absence and a note to cover this absence. Tutors are responsible for ascertaining all reasons for absence, including those for afternoon attendance
- Tutors check the tutor group's attendance daily on Advanced Learning and insert known reasons for absence
- The Attendance Officers issue an unexplained absence letter or communication via Keep Kids Safe to all students who have absences recorded 'as no reason yet provided'
- If no reply is received within 6 days, the Attendance Officers issue a follow up letter or communication via Keep Kids Safe
- If no reply is received to this, the Attendance Officers refer the matter to the Head of House, who in conjunction with the tutor, decides on the next action, which will usually be a referral to the Deputy Head

6 Working with the Education Welfare Officer

- Sirius Academy West has its own Education Welfare Officer who liaises with the Attendance Officers daily
- The Education Welfare Officer meets the Assistant Head Teacher, Student Achievement; weekly Notes are taken of discussions between the Assistant Head Teacher, the Education Welfare Officer and the student. Referrals are passed on and feedback given

- To ensure that all Senior Leadership Team are aware of current attendance figures and any concerns, attendance is regularly on the agenda of Senior Leadership Team meetings
- Communications are also maintained via daily phone calls and e-mails
- Sirius Academy together with the Education Welfare Service has set a whole Academy target for attendance. For 2017/2018, the target is 95%
- At the end of each week, each attendance officer has specific responsibilities; these are communicated via email and in paper format.
AO 1 – breakdown of tutor, house and year information
AO 2 – Individual student attendance information sorted via houses and lists of On Track Persistent Absentee and Persistent Absentee students

The Education Welfare Officer will oversee the process for the issue of all Penalty Notices in these circumstances.

- Where a student's attendance and/or punctuality is a concern but is not at a level which warrants a referral to the Education Welfare Officer, the Head of House refers the matter to the Tutor for monitoring

7 Truancy

- All truancy is unauthorised absence and is denoted as such in registers
- If a student is found to have truanted for any part of an Academy session, the present mark is changed to an unauthorised absence by the Attendance Officers and the tutor and Head of House are informed by the Attendance Officer
- Students who have truanted are placed on an attendance report card by the tutor or Head of House
- Parents/carers are informed via Keep Kids Safe
- The Education Welfare Officer is informed by the Attendance Officers.
- The situation is monitored by the tutor and Head of House
- Heads of House monitor the attendance of known internal truants by use of attendance cards and Progresso. The Head of House informs parents/carers
- Spot checks are carried out. These are co-ordinated by the Head of House and SLT House link in conjunction with the tutor
- Attendance and unauthorised absence is recorded on each student's annual report

8 Punctuality

- To ensure a smooth and efficient entrance to the Academy staff are on duty
- It is important that consistency is maintained by all staff with regard to marking a student late either before or after the register is closed

- Morning registration is at 8.30am. Students arriving after 8.35am are marked **L** and the number of minutes late recorded in multiples of 5
- Students, who are late to the start of the Academy day, have their names recorded and then receive an Academy detention
- Students arriving after 8.55am, the end of morning registration, go straight to lessons and their arrival is recorded on Progresso. It is not necessary for students to report to the Attendance Officers if they are late and indeed this merely increases the period of lateness to lessons
- When students move around the Academy, all staff are responsible for ensuring the swift movement thus allowing a prompt start to lessons. Students are marked **L** if they arrive more than two minutes after the start of lessons, but staff must use professional judgement if whole groups of students are more than five minutes late. (e.g. if there are known public transport delays this will be communicated by walkie talkie)
- Students late for individual lessons are challenged and sanctioned if appropriate by the subject teacher
- Parents/carers will be informed daily, via text, if their child has arrived late to the Academy. Parents/carers are also informed by letter if their child has two or more lates in any week

Tutors closely monitor the punctuality of the students in their tutor group and refer anyone who may give cause for concern to the Head of House, placing them on attendance report.

9 Rewarding Good Attendance

- The Attendance Officers check the attendance data each half-term and provide the Head of House with a list of students who qualify for 100% attendance certificates. The Attendance Officers produce these certificates. The certificates are awarded at the end of term House Celebration Assemblies
- Students with 100% attendance at the end of each term are also entered in a prize draw. These are presented in each of the House Celebration Assemblies
- Sirius Academy West regularly considers additional ways of rewarding good attendance

10 Termly Procedures

- Each term, an Absence Return is made
- The return is completed by the Attendance Officers, using the data collected from registers and absence returns. Tutors and Heads of House play a vital role in ensuring that this information is accurate and up to date
- No special action is required of other staff if the registers are accurately completed; absences followed up and recorded following the above

guidance. However, if they are not, Tutors and Heads of House will be required to take any necessary remedial action to provide accurate data

- In addition, each half term the Assistant Head teacher compiles a report to Vice Principal MAT :Behaviour & Safety who reports to the Board of Directors.

11 Strategies for improvement and support

The Academy is continually looking at ways to support students and their families to improve attendance, such as;

- the services of an Education Welfare Officer to support students and their families
- the appointment of a Home Liaison Officer with a specific case load of students who are persistently absent (PA) or at risk of becoming PA
- an incentive and reward scheme is offered for improved attendance including; VIP passes to access lunchtime and after school clubs; free breakfasts and free break time snacks
- the provision of a school nurse to support students and families with mental and emotional health issues