



The Albion Academy Attendance Policy 2016/17

Scope of Policy: This policy applies to all students of compulsory academy age at Albion Academy.

Key Requirements/ Legal Duties

By law, all children of compulsory academy age (5 to 17) must receive a suitable full-time education. Parents have a legal responsibility to make sure this happens - either by registering their child at an academy or by making other arrangements to give them a suitable, full-time education. As a last resort, schools and local authorities have legal powers to deal with poor attendance.

The Academy seeks to operate in ways which maximise student potential while supporting parents in meeting their legal requirements.

The Academy fulfils its responsibilities in respect of taking a morning and afternoon session registration; of being open for the required 190 student academy days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

Key Principles

- Students at the Academy have the right to the best possible education
- In order for students to access the best possible education, a high level of attendance is essential.
- Students' ability to stay and feel safe, enjoy and achieve and to make a positive contribution may be jeopardised by poor attendance

Context

The Albion Academy endeavours to provide a safe learning environment in which students can feel and be safe, enjoy and achieve. The Academy acknowledges the proven correlation between high level attendance and student outcomes. The Academy's attendance policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal academy procedures do not result in good attendance, a range of further measures, including legal action, have to be considered.

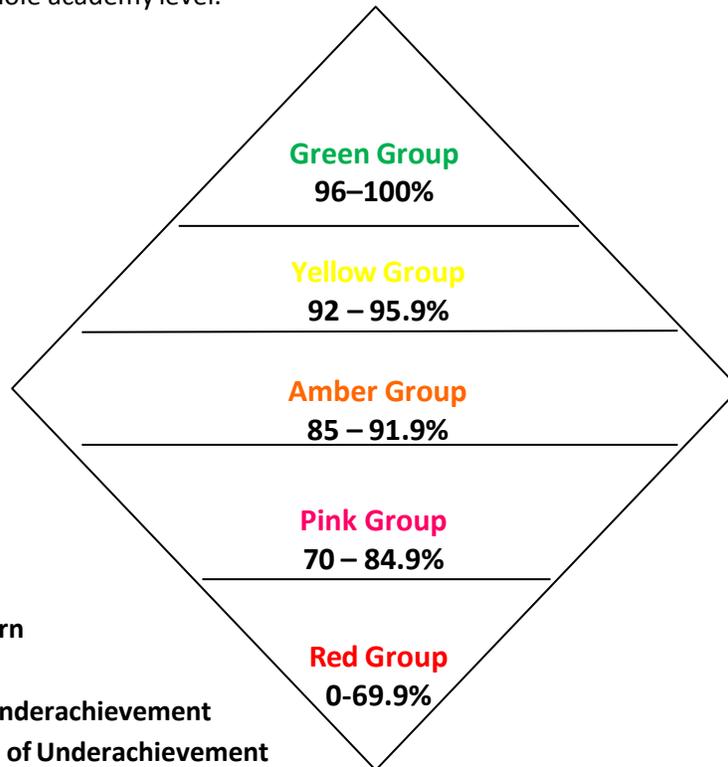
Aims of the Policy

- To increase overall Academy attendance to 95%
- To raise the profile of the importance of high level attendance among students, parents and other staff
- To outline a procedure for monitoring attendance and punctuality and intervention strategies
- To eradicate persistent lateness
- To explain the legal processes for persistent lateness and absence

Attendance Practice

Improving attendance is a whole academy initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of academy staff.

The diagram below highlights the whole academy approach to attendance monitoring and intervention. This is led by the Year Directors who work with their teams of staff to monitor and improve attendance, while raising the profile and emphasising the importance of attendance at individual and whole academy level.



Green: No Concern

Yellow: Concern

Amber: Risk of Underachievement

Pink: Severe Risk of Underachievement

Red: Extreme Concern

Positive Reinforcement

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, the Academy uses a range of rewards and positive reinforcement strategies. As appropriate to student age these include:

- Display of individual attendance
- Display of tutor/class attendance
- Certificates
- Mention in assemblies
- Achievement Assembly prizes
- Letters home

Attendance Monitoring and Intervention

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern.

The principles underpinning the model will be used to promote consistency both across the different year groups of compulsory academy age and within each year group. In summary these are as follows:

- The attendance statistics for every student at the Academy will be displayed weekly by the Attendance Officer
- Attendance matters will receive positive reinforcement in assemblies
- The tutor is responsible for the overview of attendance in their group; however they are supported by other staff from the Student Services Team at weekly attendance meetings.
- Green 96 - 100% and Yellow 92 - 95.9% - The tutor during tutor time has responsibility for praising students in the green group for high attendance and encouraging and supporting improvement for students in the yellow group through monitoring, dialogue with the student and recognising improvement
- Amber 85 - 91.9% - The tutor will be supported by the Year Director with this group of students.
- Pink 70 - 84.9% - The tutor will be supported by the wider Student Services Team including Inclusion staff.
- Red 0 - 69.9% - The tutor will be supported by the wider Student Services Team including Inclusion staff. As this attendance percentage falls below the Government Persistent Absence target it may be necessary to refer the poor attendance to the Education Welfare Officer and Legal Services at the Local Authority. They may wish to work with parents/carers to improve the attendance of the students in the red group. This includes taking legal action where required.

To support this process the Year Directors will hold weekly, attendance meetings for each year group in which all students are monitored and banded in relation to their attendance percentage. In these meetings the attendance of students whose attendance is declining will be reviewed. A series of actions to support improvement will be agreed, delegated and recorded.

Education Welfare Service

The Education Welfare is a statutory service and a legal requirement. Education Welfare Service involvement is usually triggered by an unacceptable level of:

- Unauthorised absence
- Persistent absence
- Lateness

Authorised and Unauthorised Absence

If a student is absent from the Academy, it is vital that a parent contact the Academy at the earliest opportunity to provide a reason for absence. This should be by telephone to the Attendance Officer in the first instance supported by a written note on the student's return

Absence can only be authorised where there is good cause. If no adequate reason for absence is provided, attendance will be recorded as unauthorised. The decision and authority to authorise an absence lays with the Academy in accordance with The Education (Pupil Registration) Regulations 1996. Parents cannot authorise absence. Where deemed necessary, the Academy reserves the right to request medical evidence to support absence due to illness

Punctuality

It is the Academy's responsibility to provide the best education possible. This can only be achieved if a student attends regularly and punctually. The Academy expects all students to arrive at the academy, registrations and sessions on time. Poor punctuality is not acceptable. A student arriving late will disrupt not only their own continuity of learning but also that of others. Occasional lateness to the academy or lessons will result in short detentions; patterns of lateness over a period of time will result in further follow up investigation and action.

All students should arrive at the academy by 8.40am. Classes begin at 8.50am.

Avoiding Holidays and Appointments during Term Time

Leave of absence including holidays will not be granted except for in exceptional circumstances. Only the Principal can agree an exceptional leave of absence.

Parents should be advised that absence without the consent of the Academy could result in further action and sanctions including a Penalty Notice.

Legal Action

All parents have a legal responsibility to ensure their child attends the Academy on a regular and punctual basis. Should any student's attendance or punctuality become a concern, they will be subject to an Education Welfare referral. The Academy and Albion and Salford Local Authority will work in partnership where legal action is required.

Legal action includes:

- **Penalty Notice:** A Penalty Notice may be issued for each student who has unauthorised absence or lateness. The penalty is a £60 fine, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full within the 28 day period, a prosecution will be sought.
- **Prosecution for unauthorised absence:** It is a criminal offence under Section 44 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at the Academy. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months.

Any prosecution will appear on a criminal record.

Supporting and Working with Parents

In order to support parents in meeting their legal requirements and to maximise individual student attendance, the Academy seeks to keep parents/carers informed of their child's attendance and to actively involve parents on attendance issues. Methods include:

- First-day calling
- Unexplained/unaccounted for absence letter asking for reasons
- Escalating letters warning of concerns
- Parental meetings
- Active involvement staff by role & EWO
- Attendance percentages included on student reports and reported annually
- Discussion at Parents' Meetings/Evenings

Monitoring, Evaluation and Review

Working in collaboration with relevant staff the Deputy Principal with responsibility for attendance and punctuality will monitor the implementation and effectiveness of this policy; review it annually and submit a termly attendance reports to the Governing Body. The policy will be promoted and implemented throughout the academy.

Attendance Routines for Staff

Tutors

Tutors are responsible for the students in their group and for ensuring they attend regularly and punctually.

Tutors receive the Attendance Tracker by email at the beginning of each week from the Attendance Officer.

The Tutor reviews their group and notes students with improved or declining attendance.

Tutors share the weekly Attendance Tracker information with their group and reviews progress against the tutor group attendance target.

Tutors ensure students record their weekly attendance in their Planner.

The Tutor speaks to each student with declining attendance in order to establish concerns and to ensure the attendance improves. The Tutor may need to resolve issues for the student to ensure this happens.

If attendance continues to decline the Tutor must ensure the following happens after an initial discussion with the student:

- Telephone call home to discuss the concerns with the parent
- Discussion with the Year Director
- Parental meeting if telephone call has not resulted in improvement a similar process should occur where there are concerns about punctuality.

Year Directors

Year Directors are responsible for the students in their year group and for ensuring they attend regularly and punctually.

The Year Directors, with the Attendance Officer, Attendance Lead, and Inclusion staff will, on a weekly basis monitor the Attendance Tracker noting concerns and successes.

At weekly attendance accountability meetings for the year group every student with declining attendance will be discussed and an appropriate escalating action will be agreed and reviewed the following week for impact.

The Year Director will liaise with Tutors to agree actions and ensure appropriate follow up.

Where Tutor actions are unsuccessful, the Year Director will speak to the student, telephone the parent and if necessary request a parent interview.

Staff at the weekly attendance accountability meetings will decide on appropriate escalations, support and referral to outside agencies