



# Eton Park Junior; A de Ferrers Trust Academy

## Attendance Policy

Author:	Principal
Approval needed by:	LGB
Consultation required	Director of Governance and Compliance
Adopted (date):	Date review took place
Date of next review:	Autumn 2020

## **INTRODUCTION**

At Eton Park Junior; A de Ferrers Trust Academy we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for all our children, maximise their potential and prepare them for the world of work, we must ensure that absenteeism is kept to an absolute minimum.

The Governors and staff at the Academy will do all they can to ensure that children attend regularly and any problems which impact on their attendance are quickly identified and acted upon.

**Eton Park Junior; A de Ferrers Trust Academy has high expectations for all our pupils.**  
**If your child is missing school they are missing out.**

Good attendance and punctuality are vital for success and establish positive life habits necessary for future success.

Schools have a legal duty to promote attendance and to publish attendance figures to parents. Equally it is a legal obligation of all parents/guardians/carers to ensure their child attends regularly, by law all children of compulsory school age must get a proper full time education.

Regular attendance also encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing life skills, they will also inevitably miss out on essential learning and on events taking place throughout the school year, such as school visits.

The school displays a positive and proactive ethos that places high value on attendance and punctuality and values its partnership with parents/carers and the Education Welfare Service to promote good attendance.

Children should be in school, on time, every day during term time (unless the school is closed for INSET etc). Children should not be kept away from school without a valid reason.

## **EXPECTATIONS**

*We expect all parents/guardians will support their children by;*

- Aiming for 100% attendance. Our school target is 96.5%
- Ensuring children arrive at the academy for the start of registration so all children are ready to start lessons on time.
- Taking pride in their child's appearance and make sure they are dressed appropriately in the academy uniform and adhere to the rules relating to jewelry and piercings.
- Ensuring children arrive at the academy fully prepared for the day ahead having had breakfast, a wash and are wearing appropriate uniform.
- Inform Pupil Support Manager or any member staff about any problems that may affect your child's attendance at the academy.
- Provide the academy with up-to-date home, work and mobile numbers and notify us in writing of any changes of address or circumstances. **The academy requests that more than one emergency contact given.**
- **Reporting all absences to the academy before 9.30am on your child's first day of absence and every day thereafter. If contact is not established, a home visit will be carried out on that day.**

## Eton Park Junior contact number: 01283 247910

### **Medical Appointments**

Parents should try to avoid making medical appointments during the academy day as this does affect your child's attendance. If your child does have an appointment that cannot be re-arranged and requires them to be absent during the academy day, it is requested that you provide a copy of the appointment letter and minimise the amount of time they are away from lessons and these appointments are to be made during the afternoon.

### **Request for Leave of Absence**

If leave from the Academy is needed, then a 'Request for Leave' form **must** be completed at least 5 days in advance. A form can be requested from the main office. Even if parents call into school to let us know, it is the parents' responsibility to ensure that a 'Request for Leave of Absence' form has been completed. **Please note that the Academy can no longer authorise any holiday during term-time. Holiday that totals or exceeds 6 days, or holiday plus unauthorised absences totalling or exceeding 6 days, over a 12 week period will mean that a referral has to be made to the Local Authority where a fine may be issued.**

*Parents/Guardians can expect that the Academy will:*

- Provide an excellent level of education and opportunities for all children.
- Encourage children to arrive at their classrooms on time and prepared for the lesson ahead.
- Record children's attendance by the end of registration time in the morning at 9.15am and again during afternoon register time.
- Make every reasonable effort to contact the parents/guardian on the first day of a child's absence to ascertain the reason for absence if the parent/guardian has failed to do so.
- Act on any problems which the academy is made aware of as soon as possible and feedback to relevant parties.
- Support parents/guardians when their child is refusing to attend the academy by making a referral to the Academy pupil support manager.
- Encourage and reward good attendance, punctuality and behaviour by using the 'Dojo' reward system, weekly attendance bunny, golden achievers 100% attendance prizes and other treats throughout the year.

### **PROMOTING GOOD ATTENDANCE**

Eton Park will monitor attendance daily by registering the children at the beginning of every school day and after the lunchtime break.

*We will encourage good attendance by:*

- Accurately completing attendance registers and aiming for these to be completed by 9.15am when the registers are closed and again after lunch.
- Following up on any unexplained absence on the first day by making reasonable effort to contact parents/guardians to ascertain the reason for absence if the parents/guardian has failed to do so. A member of the office staff will always call and send a text message to parents and if necessary to all contacts provided.

- If no contact has been made after three days of absences a referral will be made to the Education Welfare Officer (EWO) for further advice or in some cases the Child Missing Education Department (CME).
- The school office is required to follow up any absences where an explanation has not been provided. If after 5 days of your child returning to the academy no explanation has been received then the absence(s) will be **unauthorised**.
- An audit of attendance is carried out half termly. Attendance and punctuality letters will be sent out termly or when necessary. A meeting may be arranged with the attendance officer and parents to discuss how improvements can be made in relation to your child's attendance.
- Maintain regular communication with the academy's EWO to discuss and monitor any children that may be a cause for concern.
- Any attendance under 90% is classified as persistent absence and will be identified and monitored by senior leaders.

### **RESPONDING TO NON-ATTENDANCE**

When a child fails to attend the academy without a satisfactory explanation, we will:

- Contact the parent/guardian on the first day of absence by making a telephone call and a text message will be sent. If contact has not been established, a safe and well check will be made at the family home.
- Calls will be made daily if there has been no contact from parents/guardians. After the third day of unexplained absences, a referral will be made to the EWO and where possible, a home visit will be carried out.
- If a child is absence for 20 consecutive days with no contact from home, then the Academy can take the decision to remove the child from the school's register and refer to the 'Children Missing Education' department along with a referral to the EWO.
- If the parent/guardian fails to respond to all attempts of contact, the matter will be discussed further with a view to a formal referral to the Local Authority.

*The return and reintegration of a child to the Academy after a lengthy absence requires special planning. Prior to the child returning, a meeting will be arranged with the relevant staff and SENCO will also be informed if a child has a medical issue which may require special consideration.*

### **LATENESS**

Lateness is monitored closely by the academy and each incident is required to be recorded in the registers.

- Children who arrive late will receive a late mark in the official register.
- Parents/guardians will be made aware of their child's persistent lateness and advised of how many minutes of education have been lost. Parents/guardians may be invited to the academy if concerns continue.
- If a child receives 10 unauthorised late marks (U code) over a twelve week period, the academy will refer to the Local Authority and you may receive a penalty warning notice and possibly a fine.
- The academy has a Breakfast Club facility, which parents may find useful and could help with punctuality (please speak to a member of the office staff for further details).

## **ORGANISATION**

**In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the parents the significant link between attendance and attainment.**

## ***RESPONSIBILITIES***

### **Governors, Principal and Vice Principal**

- To ensure that the academy has in place an attendance policy that is accessible by all.
- To be made aware of all strategies to help improve attendance and provide support to the Attendance Team.
- To receive annual reports from the Principal in respect of attendance data and trends.
- To monitor the effectiveness of the academy policy.
- To oversee the policy.
- To have particular regard to the equalities aspects of the policy especially in relation to Pupil Premium, SEN, gender, ethnicity and children in care.
- To report to Governors on attendance issues on a regular basis providing number of unauthorised absences, authorised absences and any attendance patterns.
- To liaise with the Principal about any concerns.
- To oversee the analysis of attendance data.
- Ensuring that appropriate strategies are implemented to make the necessary improvements.
- Ensure the appropriate strategies are implemented to improve attendance.
- To be fully aware of the Local Authority Policy on attendance issues and takes appropriate action when needed.

### ***Clerical Team***

To ensure all registers are completed for every session and run a daily absence report for each class.

- Record any telephone, email or text messages received from parents/guardians who have advised the academy of their child's absence.
- To follow up on any absences that have not been explained, alongside the Attendance Officer.
- To check that all registers have been taken by the end of registration and contact individual teachers if these have not been done. If there are inconsistencies in a student's mark, checks will be made to see if the child is present. The marks on SIMs will be amended by office staff if the child is present.

- Inform the principal/vice principal of any attendance issues.
- To maintain regular contact with the Education Welfare Service and informed them of all students who are presenting with attendance concerns. To also notify the Education Welfare Worker of all students requesting home education or those who are missing from education.

### ***Teachers***

- To identify early any student whose attendance is causing concern.
- To communicate with parents/guardians of the academy's initial concerns.
- Speak with the individual student to ascertain reasons for absence and encourage good attendance.
- Discuss with principals if concerns persist.
- To act swiftly when made aware of any issues affecting attendance.
- Raise awareness of good attendance during class assemblies.
- Reward excellent attendance to individuals using dojos.
- To complete registers accurately and on time. Request a paper copy of the register if the internet is not working.
- To ensure the registers are saved appropriately or, if using a paper registers, taken to the office.
- To identify any student who is developing a pattern to their absences or whose attendance is becoming problematic.

### ***All Staff***

All staff should be promoting good attendance with the students and encouraging and motivating them to come to school every day. This can be achieved by staff acting as good role models and positively reinforcing good attendance and punctuality with all. If any staff have any concerns about a child's attendance or punctuality they should report to the Principal.

## **CODE OF CONDUCT – ENCLOSED**

# Addendum to Attendance and Punctuality Policy

The following addition to the policy will come into effect **on 15th June 2020** on the return of additional students to the academy.

The academy will submit daily attendance figures using the educational setting status form by midday everyday.

The academy will submit weekly reports to the relevant Local Authority for attendance of vulnerable students, as required.

The attendance register should be resumed and the following codes applied until government guidance changes:

- Any student who is not eligible for a session should be recorded as code X (not required in school). This includes year 12 and 10 not in the 25% invited to attend.
- Any student who is eligible to attend (key worker, EHCP or eligible year groups) but does not due to self isolation or shielding, should be recorded as code Y (unable to attend school due to exceptional circumstances).
- Any student who is eligible and cannot attend due to illness should be marked as code I
- Where an eligible student does not attend and does not fit into the categories above, they should be marked as code C (authorised leave of absence) until further notice.
- Where an eligible student is registered at another setting (eg PRU), they should be marked as code D (dual registered). Where this is a temporary arrangement, they should be marked as B code (off site educational activity) by the home school. The host school does not need to add them to the register, but should keep a record for safeguarding purposes.
- Due to staggered start times, the register should not be closed until the end of the session. No student should be given code U (late after register closed). Students who arrive unreasonably later than their allotted start time should be given code L (late before register closed).