



NOTTINGHAM GIRLS' ACADEMY

Attendance Procedures

REVIEW PROCESS	
FIRST WRITTEN	10/05/2012
REVIEW	10/05/2013
REVIEW	10/05/2014
REVIEW	10/05/2015

1. MISSION STATEMENT

Nottingham Girls' Academy is committed to providing a full and efficient education for all students. The Academy strives to ensure that all students benefit from the education it provides and therefore from regular attendance. The academy will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems which may cause a barrier to full attendance are acted upon as quickly as possible.

2. AIMS

It is recognised that:

- * All students of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- * No students should be deprived of their opportunities by either their own non-attendance, or that of other students, from receiving an education that meets their needs and personal development.
- * In the first instance it is the responsibility of students and their parents to ensure attendance at school as required by law.
- * Many students and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- * Situations may exist beyond the control of students and/or parents which our academy needs to address in partnership with external agencies.
- * The vast majority of students want to attend school to learn, to socialise with their peer groups and prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

The academy aims to achieve an attendance rate of over 95%.

3. EXPECTATIONS

We expect the following from all our students:

- * They will attend school regularly.
- * They will arrive on time and appropriately prepared for the day.
- * They will inform a member of staff/tutor of any problem or reason that may prevent them from attending school.

We expect the following from parents:

- * To ensure their children attend school;
- * To ensure that they contact the academy as soon as is reasonably practical whenever their child is unable to attend;
- * To ensure their children arrive in school well prepared for the day and to check that they have completed their homework;
- * To contact the academy whenever any problem occurs that may keep their child away from school.

Parents and students can expect the following from the academy:

- * A regular, efficient and accurate recording of attendance.
- * early contact with parents when a student fails to attend without providing good reason.
- * Immediate action on any problem notified to us.
- * We will take steps through rewards to encourage good attendance;
- * a quality education.

4. ENCOURAGING ATTENDANCE THROUGH REWARDS:

The following strategies are implemented in an effort to monitor attendance and limit internal truancy. The Academy aims to achieve an attendance rate of over 95%.

- * Stimulating teaching, and an ethos in which all members of the Academy are valued act as incentives to high levels of attendance. This is the responsibility of every teacher in the academy,
- * Parents are informed at the Year 6 information evening of the importance of regular attendance and to be dissuaded from taking term time holidays.
- * Certificates are awarded for 100% attendance and students are entered into a prize draw.
- * Attendance is awarded on a weekly/termly and annual basis.
- * Students with attendance of 95% and above will be presented with gold/silver or bronze certificates and invited on a school trip.
- * Notice in assembly is drawn to improving or declining attendance to maintain a high profile amongst the student body.
- * Tutors should welcome back students returning from absence. A welcoming environment is more likely to encourage a return than a hostile one.
- * Accurate completion of the registers using 'Eportal' for am registration and each lesson.
- * When appropriate student attendance printouts to be given to parents.
- * Attendance checks at appropriate times.
- * Working in partnership with feeder primary schools as part of KS2/KS3 transition.

5. RESPONDING TO NON-ATTENDANCE:

When a student does not attend, the academy responds by sending a letter home itemising the child's unexplained absence and asking for a parental response. Where contact has not been established a home visit to the student may be carried out.

- * In summary: home is contacted on the first day of absence if the academy **has** not been given an adequate explanation of absence. If a pattern of unexplained absence begins to develop or a number of lates, then the Attendance Officer writes a letter a letter of concern and or invites families in to discuss the matter.
- * In continued non-attendance, the case will be reviewed.
- * If there is no improvement, then the case will be discussed/reviewed again with a view to a formal referral being made to the Education Welfare Service, if one has not been made at an earlier stage. If a referral has already been made then the case will be reviewed and the meeting used to plan further action.
- * Throughout the Attendance Officer will liaise with Heads of Year in order to keep everyone informed.

- * School Attendance Panels/Attendance Meetings take place regularly throughout the academic year. Parents of students whose attendance is a concern, or students who have failed to improve their attendance following previous interventions, are invited into school to meet with the Attendance Officer and their Head of Year/SMT.
- * Clear roles and responsibilities regarding attendance issues are documented and available.

Re-integration:

- * The return to school for a student after long-term absence requires special planning; eg pastoral support.
- * the appropriate staff will be responsible for deciding on the programme for return and the management of that programme;
- * all staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible;
- * programmes may need to be tailored to individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SENCO may be required. The success of the programme will also require liaison between the appropriate staff, parents and Attendance Officer.

6. ACADEMY ORGANISATION:

In order for any policy to be successful, every member of staff must make attendance a high priority and convey to the students by their behaviour, the importance of the education being provided. This means ensuring that all staff arrive to lessons on time and well prepared. In addition to these there may be specific responsibilities allocated to individual staff groups such as the following:

Principal:

- * To oversee and demonstrate ownership of the whole policy.
- * To report to academy council, students and parents.
- * To ensure that challenging but achievable targets are set.
- * To liaise with Heads of Year and Senior Leadership Team.
- * To oversee the operation of the attendance system and the collation of attendance data.
- * To oversee the work of the Attendance Officer.
- * To oversee the work of the HOY.
- * To produce the attendance profile for the whole academy (Yearly).
- * To report to the Senior Leadership Team on attendance matters.
- * To liaise with Education Welfare Service where necessary.

7. LIAISING WITH VARIOUS AGENCIES WHEREVER APPROPRIATE:

Good relations and working practices are essential. Agencies have difficult roles in that they endeavor to support both the academy in meeting its legal obligations as well as the home and the student in ensuring that the latter's educational opportunities are maximised to the full. Some parents need the support of these agencies so that they can fulfill their legal obligations to their children.

Other agencies are to be used where appropriate in individual cases:

- * Emotional Behavioural and Support Services
- * Educational Psychologist
- * Special Educational Needs Service
- * Social Services

- * CAMHs etc.
- * Kooth.com

GUIDANCE FOR FORM TUTORS

SUGGESTED METHODOLOGY:

Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their children receive(s) regular education suitable to their age, aptitude and abilities...

The importance of Registration

An electronic attendance register must be kept at the beginning of each morning session: students are marked present or absent. Teaching Staff to take a register for each one of their lessons, including cover.

Categorising Absence

- * **Only the academy**, in the context of the law, **can approve absence**, not parents.
- * Emerging patterns of authorised absence should be reported to the Attendance Officer.
- * Form tutors who experience difficulty in receiving a parental note should inform the Attendance Officer.

Family Holidays/Leave of Absence during term time

- * The law states 'headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'. However, a holiday of any sort does not count as exceptional. The Principal has discretion whether or not to authorise the absence.
- * This is a government policy and parents/carers who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for possible court action.

Authorised or Unauthorised Absence:

Authorised

- * Illness.
- * Family bereavements.
- * Medical/Dental appointments (if there is evidence of the appointment); these should be made outside school hours where possible.
- * Days of religious observance.
- * Interviews with advance notification.
- * Work experience.
- * Educational or Sporting.
- * Off-site activities.
- * Special tuition, e.g. dyslexia.
- * Temporary exclusion.
- * Permanent exclusion until removed from roll.
- * Study leave for Y11 (max 2 weeks)
- * Off-site education.

Unauthorised

- * Shopping trips.
- * Family Holidays.
- * Minding the house/looking after siblings.
- * No evidence of an appointment with doctor/dentist.
- * Interviews with no advance/adequate explanation.
- * The academy feels parental note is invalid.
- * No explanation of absence is forthcoming.
- * Birthdays.

Lateness

- * If a student is late missing registration she must report to the school office on arrival. Students will receive a late mark if they are late for each lesson.
- * When a student arrives 30 minutes after the start of Period 1 or Period 6 without a parental note the student will be regarded as unauthorised
- * Students who are persistently late (after close of register) may be referred to their Education Welfare Service for further action.
- * Punctuality is important for the purposes of good discipline and reliability.

Internal Truancy

- * Each class teacher must take a class register for each session.
- * If a student is missing from a lesson, staff should check the display screen to see if the child was marked present in the previous session.
- * If a child has been marked present the member of staff pass it directly to the Head of Year.
- * Normally, an internal truant will be put on report for two weeks, complete an after-school detention and parents notified of the event.

Wendy Chapman
Attendance Officer