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Co-op Academy
Grange

Co-op Academy Grange Attendance Policy

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Attendance Policy

At Co-op Academy Grange, we demand the highest level of attendance from all our students so they may develop their full potential during their time at school. It is our aim to maintain a culture of excellence, attendance and punctuality. Missing out on education has a significant effect on students' life opportunities. Everyone associated with the school – students, parents, all teaching and support staff and external agencies must do all in their power to ensure that excellent attendance and punctuality maintain an integral part of the school's work.

Duties and Responsibilities

Assistant Headteacher – Support

- Oversee and monitor whole school attendance and punctuality, initiating whole school policies as required. This will be achieved by regular liaison with the Senior Leadership Team and other relevant members of the Attendance, Pastoral, Inclusion, Well-being and Curriculum Teams.
- Support the Achievement Leaders, Form Tutors and teaching staff in promoting good attendance and punctuality.

Achievement Leaders

- Oversee and monitor attendance and punctuality for their year groups (including the monitoring of relevant sub-groups).
- Liaise with form tutors and highlight problems that require action.
- Liaise with the AHT Support where there are concerns about individual students or forms.
- Liaise with the Attendance, Pastoral, Well-being and Inclusion Teams to sustain good communication and identify and intervene with individual students who are PA or at risk of becoming PA. Refer students if they are a persistent problem or have reached triggers.
- Act on daily information from staff concerning student absences or habitual lateness.
- Inform parents of any students whose attendance and/or punctuality are a cause for concern by following the school's attendance and monitoring procedure.
- Intervene early to arrange and attend meetings with parents and relevant staff where there are attendance issues (e.g. subject truancy).
- Promote good attendance through assemblies and updating of Year Group Attendance Boards.
- Offer support and work closely with the parents/carers of students who are persistent absentees or at risk of becoming so.
- Conduct home visits when there are issues with punctuality and/or school refusal.

Form Tutor

- Encourage all students in their form to maintain excellent attendance and punctuality.
- Record house points for students with 100% weekly attendance.
- Direct any correspondence from parents/carers with regard to absences to the Attendance Team.
- Keep an overview of students' attendance; follow up unexplained absences and check patterns of absence and poor punctuality by monitoring the Student Planner.
- Liaise with Achievement Leaders to pass on concerns about individual students.
- Inform students of the need to complete a leave of absence form prior to a planned absence.

Curriculum Leaders

- Oversee and monitor attendance and punctuality for their curriculum areas (including the monitoring of relevant sub-groups).
- Liaise with subject teachers and highlight problems that require action.
- Liaise with the Achievement Leaders where there are concerns about individual students or classes.
- Act on daily information from staff concerning student absences or habitual lateness.
- Inform parents of any students whose attendance and/or punctuality are a cause for concern by following the school's attendance and monitoring procedure.

Subject Teachers

- Take an electronic register each lesson.
- Pass on any concerns about absentees from lessons to Form Tutors or the Curriculum Leader as soon as possible.
- Use the Student Planner and Progresso to record any issues with punctuality – pass on any concerns to Form Tutors or Curriculum Leaders.

School Attendance Officer

- Compile all attendance data and information for relevant staff.
- Make contact with parents/carers on the first day of absence for all students where the reason for absence is unknown.
- Contact parents/carers should any student leave the site without permission.
- Conduct home visits when there are issues with punctuality and/or school refusal.
- Work closely with the Senior Leadership Team and other relevant members of the Attendance, Pastoral, Inclusion, Well-being, Curriculum Teams and the Educational Welfare Service to monitor students who present concerns.
- Produce attendance certificates to reward 100% attendance and promote attendance through whole school display and publications.
- Prepare documentation for fines for absence in term-time.
- Prepare documentation to support court proceedings around attendance.

Student registration requirements

There are four broad classifications in attendance registers:

Present – the student is on the premises at the time of registration.

Approved Educational Activity – the student is engaged in an approved, supervised activity off site, for example field trip, educational visit, sporting activity or work experience.

Authorised Absence – an absence authorised by the school which includes illness, medical appointments, bereavement or other circumstances where the school deems attendance to be inappropriate. There is no entitlement for students to be guaranteed leave of absence for holidays with parents/carers during term time. A decision will be made at the Headteacher's discretion with regard to authorising absence in 'exceptional' circumstances.

Unauthorised Absence – an absence where the student does not have good cause to be missing from school. Unauthorised absence can be defined in the following ways:

Truancy – this is action by students who fail to attend college when they should, including leaving the college premises after registration. It also includes action by parents/carers who initiate unauthorised absence by students or who collude with it. Shopping trips, day trips, unapproved leaves of absence for holidays or travel during term time or absence to look after someone else would all constitute examples of unauthorised absence.

School refusal – this is chronic non-attendance over a period of time, usually an indicator of wider family, psychological or behavioural problems.

The school will aim to highlight and resolve any difficulties regarding a student's attendance as early as possible, using our rigorous monitoring and intervention procedures and pastoral support programmes to help solve any problems. If necessary, the Educational Welfare Service will be involved in more complex cases.

Attendance Procedures

Registration

- Registers must be taken promptly in each lesson and during form time. Staff must contact the school Attendance Officer as soon as possible if there are any concerns about absentees.
- Anyone taking students out of school for any reason must supply the Attendance Officer with a list of names and in email the list to the appropriate Achievement Leader and teaching staff.
- Staff must inform colleagues of any students taking part in events in school that require students to be off timetable.

First Day Contact

The Attendance Officer will organise first day contact when reasons for absence are unknown. This will involve telephoning/texting/emailing all parents/carers when contact has not been made. There will be occasions when school staff visit homes when we have concerns about persistent or sporadic absence.

Outstanding Absences

Any outstanding or unexplained absence will be followed up by the Attendance Officer or other relevant team via contact with parents. Until contact is made, absence will remain unauthorised.

Exit/Entry to School during the school day

Students who need to leave during the school day must bring a letter from home and/or an appointment card. Students should bring the note from home to the Attendance Team via the main reception when it is time for them to sign out and sign back in at reception on their return. We would encourage all appointments to be made outside school hours, so as not to impact on your child's learning.

Punctuality

A member of the Attendance Team will record students arriving late at the beginning of the day. Once recorded, students should go straight to Period 1, but note any lateness will result in an after school pastoral detention the next day.

Students are expected to be in lessons following the sound of a second bell after each lesson or break period and within the whole school countdown display of 5 minutes. Students arriving after this point will be marked as late and will be collected for a next day break time detention. Repeat late arrivals within each week will result in an after school detention on Friday with a Year Director. Other sanctions may be imposed should the student continue to present with poor punctuality. Parents/carers will be made aware.

Holiday Absence - although some parents may find themselves in difficult circumstances which require them to organise holidays in term time, Co-op Academy Grange believe students should not miss school for this reason. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education. There is a common misconception that any child is allowed to take 10 days holiday per year. This is not true. From September 2013, government guidelines advise that **no absence should be authorised** in advance except when due to 'exceptional circumstances'. Please note that the cost or availability of holidays does not constitute 'exceptional circumstances'. Leave of absence forms can be obtained from the Attendance Office. Where a parental request has been refused, and parents/carers continue to take their child out of school, this absence will be recorded as unauthorised. The school responds to all holiday requests with a letter to inform parents/carers of the school's decision. Please be mindful that unauthorised absence can result in Fixed Penalty Notice being issued.

Rewards and Incentives

Good attendance is acknowledged in form tutor periods, assemblies, celebration events and at award evenings. Attendance is monitored weekly and students achieving above year group targets are recognised. The school's rewards system recognises weekly and half-termly 100% attendance (with house points, vouchers and 100% enrichment activities) and encourages students to monitor their own attendance and punctuality. Letters and/or certificates are issued each half term to students achieving 100% attendance.

We are also keen to acknowledge the support of parents/carers in working with us to maximise outcomes for our young people.

Attendance Monitoring and Intervention Procedures

Attendance Policy

Action	Person Responsible	Stage
A RAG rated spread sheet will be held centrally in T: Drive – Administration – Pastoral – Attendance – 2017-18 and updated weekly for Achievement Leaders and Form Tutors detailing attendance to date.	Attendance Officer	
Attendance will be discussed by Form Tutor during tutorial time. Any attendance/punctuality trends noticed by Form Tutor should be passed immediately to Achievement Leaders.	Form Tutor	
Contact will be made with parents through the school's text / automated telephone call system on the first day of absence for any student absence not reported. Follow up calls will be made by the Attendance Team through the next few days. Any N codes not established after a week will be recorded as unauthorised absence.	Attendance Team	
Student Attendance 93-96% Form Tutor will speak to students in school to discuss any issues or problems to ascertain how school can help to improve their attendance – Form Tutor attendance reports will be implemented. Contact with parents/carers will be made to explain the concerns.	Form Tutor	
Student Attendance below 90-92% Achievement Leaders will speak to students in school to discuss any issues or problems to ascertain how school can help to improve their attendance – Achievement Leader attendance reports will be implemented. Contact with parents/carers will be made to explain the increased concerns.	Achievement Leader	
Student Attendance below 90% A letter will be sent home explaining that a student's absence is now causing serious concern and has been recorded as Persistent Absentee. Key worker staff from a range of support teams will be allocated to the student according to the following criteria: <ul style="list-style-type: none">• Pastoral Managers for students in PA and with other behavioural concerns,• Well-being for students in PA with CP or serious welfare concerns,• Community Officers for siblings in PA,• FLEX / BASE for allocated students in PA,• Attendance for students falling in to PA where no serious / complex welfare concerns exist. The Key Worker will monitor attendance for 2 weeks. If attendance has not risen, then parents will be required to attend a meeting in school with the Key Worker. If parents are unwilling to co-operate, or genuinely unable to attend, the Key Worker will then carry out a home visit.	Attendance Officer	

<p>If attendance has not improved within the 2 week monitoring period (likely to be close to 90% or below), or if attendance has fallen rapidly, parents will be invited to either:</p> <ul style="list-style-type: none"> - A school attendance meeting with the Key Worker, Attendance Officer and Safer Schools Police Office if appropriate - A medical action planning meeting with the School Nurse, SENDCO, Key Worker and Attendance Officer (this is in the event that the medical needs protocol has not already been initiated) <p>Provision will be discussed and targets will be set for raising attendance. This will be monitored over a further two week period.</p>	<p>Keyworker Attendance Officer School Nurse SENDCO</p>	
<p>After the two week red monitoring period, if targets are met a letter will be sent home from the leadership team to congratulate the student and the family. Monitoring and communication with the family will continue until attendance stabilises</p> <p>If targets are not met, the Attendance Officer will make a referral to the appropriate external agency; Educational Welfare Service, Social Care etc</p>	<p>AHT Attendance Officer</p>	
<p>Education Welfare protocol will be followed. A parental contract will be drawn up and followed 4 week monitoring period No improvements – final written warning Further 4 weeks – no improvement – fixed penalty notice issued</p>	<p>Educational Welfare Service</p>	

ATTENDANCE GUIDANCE FOR PARENTS/CARERS

Raise your child's attendance - Raise their chances!

At Co-op Academy Grange excellent attendance and punctuality is our aim for every student. Full attendance maximises learning opportunities and parents/carers have a vital role in promoting good attitudes in attendance. Evidence shows that students who attend school regularly make better progress both academically and socially. We ask for support from parents/carers to:

- Ensure that their children are present at every opportunity
- Arrive on time
- Avoid allowing children to stay at home unnecessarily
- Avoid taking them out of school without authorisation.
- Maintain up to date and accurate contact details informing the school as soon as possible when telephone numbers change in particular.

We monitor attendance closely and will follow up unexplained absence with parents/carers, by telephone or by letter. The Department for Education's threshold at which a student is defined as 'persistently absent' is 10% (down from 15% previously). Where a student's attendance record reaches a concerning level, we will contact you to discuss ways in which the school can support you and your child.

The school attendance target of 95% is the minimum that we expect for all students. Every lesson counts and it is this commitment to learning that will have a positive impact on attainment and progress.

Reporting Absence

What to do if your child is ill:

If your child is too ill to attend school, parents/carers should contact the School's Attendance Officer by 8am at the latest on that day. The Campus telephone system allows callers to leave a message 24 hours a day.

Please give your child's name, Year Group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that your child is absent unless you have given us an indication of how long the absence will last. On your child's return following an absence, we request that parents/carers write a brief note explaining the absence. The student should hand the note in at the Attendance Office.

What to do if your child has an appointment:

We ask that, where possible, you make routine medical and other appointments out of school time. If this is not possible, we require notification in advance. Please telephone, email or provide a note from home or appointment letter/card to confirm the appointment. In most cases, your child should attend school before the appointment and return to the School afterwards wherever possible. Students should bring a note from home to the Attendance Office when it is time for them to sign out and sign back in on their return.

Automated calls to parents/carers:

We take our safeguarding responsibility seriously. If the Attendance Officer has received no reason for absence and a student is absent from Period 1 (8.30 – 9.30) automated calls are made daily to the contact numbers of parents/carers. Calls are made on a daily basis, even where your child has been absent due to illness on previous days. We cannot assume that your child is still ill unless you have notified us. We would not wish to put your child at risk by failing to contact you. Please ensure your child realises the importance of attending registration on time and getting their present mark. Parents/carers can also help by ensuring that we hold up to date contact details.

Holidays in term time

The Government strongly urges parents/carers to avoid taking their children out of school for family holidays as this will disrupt their education. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education.

Any request should be made well in advance and in writing. We will consider all requests individually. Where a parental request has been refused, and parents/carers continue to take their child out of school, this absence will be recorded as unauthorised. The school responds to all holiday requests with a letter to inform parents/carers of the School's decision. Please contact Mrs Price (Attendance Officer) in the first instance with any queries or Mr Senior (Assistant Headteacher - Support) should you wish to discuss the matter further.

Taking a child on an unapproved holiday or visit during term time can result in a Fixed Penalty Notice. The School will issue a warning to parents / carers and provide the Educational Welfare Service with the necessary details to initiate this process.

Leave of absence for other reasons

Absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, etc. If parents/carers wish their child (ren) to be absent for other reasons, such as to participate in sporting or musical competitions etc, application should be made in writing, in advance where possible, or by telephone/email to the Attendance Officer. It may be necessary for parents to apply for a performance license in such circumstances.

Elective Home Education

Parents/carers wishing to home school are required to notify the School in writing of their intention to educate at home. The School has a statutory duty to inform the Education Welfare Service. The child will not be removed from the school roll immediately. Parents/carers should continue to send their child to school until the Senior Education Welfare Officer and the Assessor have approved suitable provision.