Dayspring Trust Venerable Bede CE Academy

ATTENDANCE AND PUNCTUALITY POLICY

Reviewed March 2017

ATTENDANCE AND PUNCTUALITY POLICY

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

> **• Forge a supportive and challenging family of academies**
> **• Provide excellent education within a strong Christian community**
> **• Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

At Ian Ramsey CE Academy:

"Together to learn, to grow, to serve."

This is embodied in scripture:

'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in various forms.' 1. Peter 4.10

At Venerable Bede CE Academy:

"Soar to the heights together"

This is embodied in scripture:
'But those who hope in the lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint'. Isaiah 40:31
This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

Policy statement:

Regular school attendance is essential if pupils are to achieve their full potential.

Dayspring Trust believes that regular school attendance is the key to enabling pupils to maximise the educational opportunities available to them and become resilient, confident and competent young adults.

The Trust values all pupils and we will work with all families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, anti-bullying, behaviour and SEN.

The Education Act 1996 requires parents and carers to ensure that their children receive full time education. Parents/Carers are responsible for their child's school attendance and punctuality. Schools are responsible for recording pupils' attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's roll. In addition, lesson registers are taken each lesson.

Regular attendance is a prerequisite for a good education *where we can encourage and foster the development of God given potential. Missing school for the equivalent of one half day a week is shown to equate to one grade less than the target grade predicted.* Securing this is therefore a high priority. By failing to attend school regularly pupils diminish the value of the education provided for them. *"As few as 19 missed days over the school year reduces your chances of success. Your SAT or GCSE results could drop by one grade across all subjects." DfES* Even *"being late for 5 minutes every school day equates to three days learning lost.." DfES*

As a Trust, the attendance target for our academies is 96%.

Aim

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance is a legal requirement and there is clear evidence showing strong links between excellent GCSE results and excellent school attendance.

Key Personnel

Head of School   The Head of School is the only person who can authorise leave in 'exceptional circumstances'.

SLT Link   The SLT Link for attendance is Chris Roberts (Assistant Headteacher)

Attendance Officer   The Attendance Officer is Denise Bowman

Responsibilites

Teachers will
- help pupils reintegrate/catch up on work when the pupil has been absent - this is particularly important when the absence has been for longer than two weeks.

Tutors will
- complete registers accurately and promptly each morning and afternoon, returning them to the school office
- stress to parents/carers the need for a note following return from absence - and ensure note is received
- complete the register details by the end of the first week of the year and amend as necessary
- follow up all absences, informing the Head of Year immediately there is a concern
- ensure the Head of Year is aware of attendance/punctuality concerns
- look for patterns in irregular attendance and follow up also referring to the Heads of Year
- use sanctions appropriately for pupils who are late 2 times within a week

The office staff responsible for attendance will
- make first day of absence phone call if parents/carers have not contacted school with a reason for absence.
- advise the SLT link when registers are not being completed

- provide attendance and punctuality data to SLT / Heads of Year / Educational Welfare Officer (EWO) as required
- arrange meetings between parents and Governors when necessary
- ensure that accurate records of contact with parents concerning attendance are kept

The Head of Year will

- ensure tutors carry out sanctions appropriately for pupils who are late.
- carry out random checks on school/lesson attendance
- check tutor group attendance and punctuality records following up where there are concerns
- celebrate good attendance and punctuality through rewards
- follow up attendance and punctuality issues which the tutor has not been able to successfully resolve
- refer to other agencies as required
- ensure that accurate records of contact with parents concerning attendance and punctuality are kept

Leadership Team attendance link will

- ensure that the current school attendance procedures are carried out
- regularly evaluate attendance procedures
- ensure attendance figures are maintained/evaluated
- ensure the prospectus / Home-School Agreement stress the importance of attendance to parents
- ensure that registers are completed by all staff
- ensure that there are opportunities for meeting with parents when there are attendance and punctuality that the Head of Year has been unable to resolve including Governors' meetings
- ensure that records of contact with parents concerning attendance are kept by Heads of Year and office staff
- work with the local authority and governors to ensure that fixed penalty notices are issued
- ensure that continued non-attendance is followed up with court action by the local authority

School Day

- The school day begins for pupils at 8.30 am – by this time all pupils should be on the premises.

- Registration/worship begins at 8.40 a.m. when the registration buzzer is sounded

- Pupils entering the school premises after the registration buzzer will be marked as present but arriving late.

- The first session begins at 9.00 a.m. The school days ends at 3.00 p.m.

Punctuality

- All pupils are expected to be punctual to school (8.30 a.m.) and to lessons.

- Pupils who are late will follow the punctuality procedure (appendix 1)

Attendance Procedures

- Parents/Carers are asked to telephone school before 9 a.m. to notify us of a child's absence

- Authorised absence, eg illness, must be supported by a letter from the parents explaining the reason for the absence

- Pupils who wish to leave the premises during the school day will be expected to bring a letter from their parents notifying the school of the reason

- Pupils arriving at school after registration should sign in at the school office and should report to the school office to sign out if leaving the premises before the end of the school day

- Where parents fail to make contact providing a reason for absence, the school Attendance Officer will make all attempts to contact them.

Unauthorised Absences

- An absence will be recorded as unauthorised if:

- The academy has not given approval in advance for a pupil to be absent

- The academy does not accept a given explanation as satisfactory justification for absence

Rewards/Celebrations

- It is the policy of our school to celebrate achievement. All pupils who achieve 100% achievement for a ½ term register block receive a reward in line with the school's rewards system.

- We give a high priority to conveying to pupils and parents the importance of regular and punctual attendance. The student planner is used to record absences and as an early form of contact with parents where there are concerns.

- Holidays during term time cannot be authorised under the Education (Pupil Registration) (England) (Amendment) Regulations 2013. The academy no longer has the discretion to authorise holidays during term time. This discretion has been removed by the aforementioned regulation (2013). Whilst the Head of School will consider all requests for holidays in term time, the absence will be coded as unauthorised in the school register.

- If there are problems which affect attendance, tutors / Head of Year will investigate, identify and strive to resolve these problems as quickly and efficiently as possible

Appendix 1

The school will follow procedures as indicated in the Local Authority Attendance Policy.

- Attendance of less than 96% *or* a pattern of erratic behaviour (e.g. every Friday) will trigger a letter of concern being sent to parents by the school office. This must be done only after consultation with the Head of Year. This letter should be followed up with a telephone call by the Head of Year. An accurate record of the letter and 'phone call should be kept. The school should deal with any issues which are clamed to be school based (e.g. bullying).

- Attendance will then be monitored; if there is no improvement then a meeting between parents and Head of Year / SLT link should take place. The office staff responsible for attendance should be in attendance. At this stage it may be appropriate to draw up an attendance home – school contract. An accurate record of this meeting should be kept. The advice and services of the Educational Welfare Officer (EWO) may be sought at this point.

- Attendance will again be monitored for a maximum of one month.

- If there is still no improvement the Directors will meet to discuss the case with the parent, SLT link, EWO and, when appropriate, the pupil concerned.

- The Directors may decide that the case needs referring to the Education Welfare Officer to check if there is an issue at home preventing good attendance.

- Where unauthorised absence meets the threshold it will result in the case being referred to the Local Authority.

Appendix 2

Punctuality Procedure

- Persistent lateness may result in the issuing of a fixed penalty notice.

- All pupils who are late do a break time detention.

- Pupils who are persistently late will have parents contacted and extra detentions set by Head of Year.