

The Venerable Bede C E Academy



ATTENDANCE POLICY

Reviewed May 2012

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“Whoever welcomes this child in my name, welcomes me.” Luke 9.46

The importance of regular school attendance cannot be overstated. 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 students 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 an academy we aim for a target of 95%. This may be affected by students with serious difficulties e.g. long term illness.

Section 7 of the 1996 Education Act states that

The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise.

Section 444 further states that *“The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law. An offence is not committed if it can be demonstrated that -*

- *the student was absent with leave (authorised absence.)*
- *the student was ill or prevented from attending by unavoidable cause*
- *the absence occurred on a day set aside for religious observance by the religious body to which the student / parent belong*
- *the school is not within the prescribed walking distance of the child’s home and no suitable travel arrangements have been made by the LEA. (3 miles)”*

This policy has strong links to our safeguarding policy, both of which promote the safety and well- being of our students.

This academy will follow the City of Sunderland Attendance Policy

It is the policy of our academy to celebrate achievement. All students who achieve 100% achievement for a ½ term register block receive a commendation. At the end of each term those students who have 100% attendance receive a certificate.

We give a high priority to conveying to students 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 will not usually be sanctioned – they will usually count as unauthorised absence.

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.

Teachers will

- help students reintegrate/catch up on work when the student 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 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 students who are late 2 times within a week

The office personnel 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 as required
- arrange meetings between parents and Governors when necessary
- ensure that accurate records of contact with parents concerning attendance are kept
- liaise with staff from Alternative Learning Providers (ALP) where students are educated off site. Arrangements are in place where school will be informed of any student not attending to enable first day response telephone calls to be made.

The Head of Year will

- ensure tutors carry out sanctions appropriately for students who are late 2 times within a week
- carry out random checks on school/lesson attendance
- check tutor group attendance records following up where there are concerns

- celebrate good attendance through certificates / assembly
- follow up attendance 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 are kept

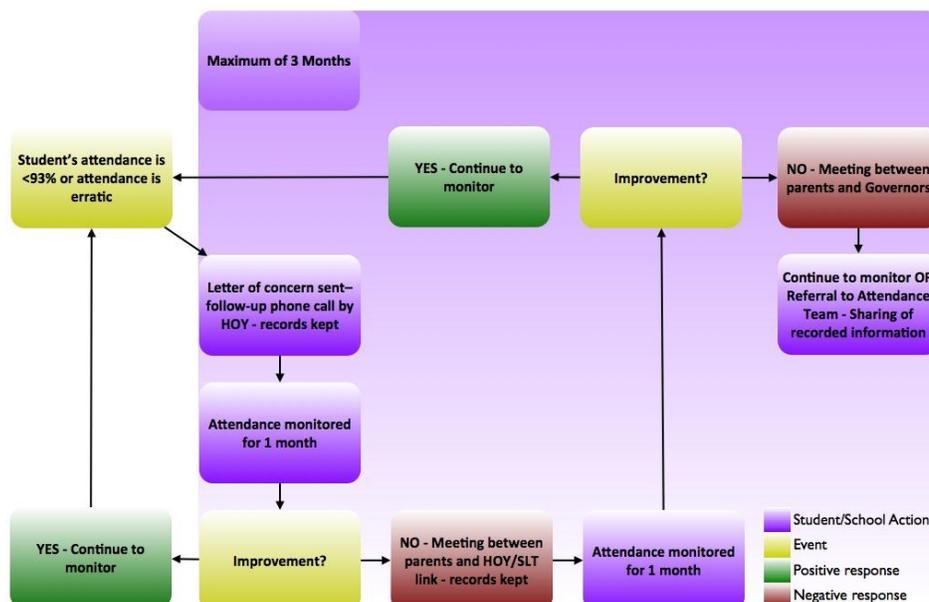
Leadership Team attendance link will

- ensure that the current procedures of the City of Sunderland are carried out (as per City of Sunderland Attendance Policy)
- 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

Appendix 1

Attendance Procedure

- The academy will follow procedures as indicated in the Sunderland City Council Attendance Policy
- Attendance of less than 93% *or* a pattern of erratic behaviour (e.g. every Friday) will trigger a letter of concern being sent to parents by office personnel. 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 academy should deal with any issues which are claimed to be school based (e.g. bullying)
- Attendance will then be monitored for one month
- 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 of the Local Authority Attendance Team may be sought at this point.
- Attendance will again be monitored for one month
- If there is still no improvement the Governors will meet to discuss the case with the parent, SLT link and, when appropriate, the student concerned.
- The governors may decide that the case needs referring to the City of Sunderland Attendance Team for Intervention by a Locality Attendance Officer. In this case parents should be advised of this intention.
- All information collected by the academy during their involvement (maximum THREE MONTHS) should then be shared with the Attendance Team by way of the referral form. (as per City of Sunderland Attendance Policy)



Appendix 2

Punctuality Procedure

