

# EBN Academy (Phase 2)

## Attendance & Punctuality Policy

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<b>Policy Status: Approved/Awaiting Approval</b>	Approved by LGB and Full Board on 20 July 2017
<b>Prepared by</b>	M Rooney
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## **Purpose**

At EBN Academy we aim to ensure that all students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

The EBN Academy will endeavour to provide a welcoming, caring environment, whereby all students thrive.

All EBN Academy staff will work with students and families to ensure each student attends the academy regularly and punctually.

The academy will establish an effective system of incentives and rewards which acknowledge the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives EBN Academy will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

## **Statutory Duties**

The Education Act 1996 requires parents or guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements, Parents have the responsibility for making sure their children attend an EBN Academy on time.

EBN Academy is responsible for recording student attendance twice a day, one at the start of the morning sessions and once during the afternoon session.

## **Aims**

1. To improve the overall percentage of students' attendance
2. To reduce the level of persistent absence (PA)
3. To make attendance and punctuality a priority for all those associated with the academy including students, parents, teachers and directors.
4. To develop a framework that defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents and student
6. To develop a systematic approach to gathering and analysing attendance related data
7. To further develop positive and consistent communication between home and the academy.
8. To implement a system of rewards and sanctions
9. To work in an effective partnership with other services and agencies.

## **Roles and responsibilities regarding attendance**

### **Students**

EBN Academy expects all students to be punctual and maintain high levels of attendance.

Students should arrive at EBN Academy ready to learn.

### **Parents**

It is a legal responsibility of parents/carers to ensure that their children attend EBN Academy. The academy expects parents/carers to ensure their child attends every day, on time and are ready and willing to learn.

Parents/carers are expected to know what absences are acceptable, (see Appendix 1). Any absence will only be authorised at the discretion of the Principal. Parents should be aware of the legal consequences of non-attendance, (see Appendix 2).

Parents/carers should be aware that poor punctuality may result in an unauthorised absence being recorded which could lead to intervention by other agencies.

Parents/carers are asked to inform EBN Academy of any barriers to their child attending the academy.

EBN Academy asks that all parents/carers inform the academy on their child's first day of absence. If contact is not made before the student returns to EBN Academy, a note should be provided. Medical evidence may be requested by the academy if non-attendance is due to illness.

### **Subject teacher**

It is the responsibility of all subject teachers at EBN Academy to formally take their class register accurately and within 5 minutes of the start of every lesson.

EBN Academy expects all subject teachers to encourage punctuality through the appropriate meeting and greeting of groups.

Subject teachers should support students who are returning to EBN Academy following an absence by ensuring that adequate resources are provided for their positive re-integration.

Subject teachers are expected to monitor their class attendance and identify patterns and report any concerns.

The link between attendance and attainment should be actively promoted.

### **Curriculum Leader**

Attendance should appear as an item on department meeting agendas as and when this is necessary and the link between attendance and attainment should be promoted.

It is the responsibility of the Curriculum leader to have an overview of attendance within their department and act upon any concerns raised by subject teachers.

### **Tutor**

EBN Academy expects all tutors to support the regular attendance of their students by addressing any barriers that may prevent their good attendance.

It is the responsibility of all tutors at EBN Academy to formally take the register, in silence and accurately.

Tutors are expected to encourage good punctuality (see appendix 5)

Student's absence letters must be passed, promptly, to the Attendance Officer.

Tutors are expected to act on the attendance data provided by the Attendance officer to monitor the attendance of their students and report any concerns to their parents.

Tutors should support students who are returning to EBN Academy following an absence.

### **Personal Coaches**

EBN Academy expects all Personal Coaches to promote the regular attendance of students by addressing any barriers that may prevent good attendance.

It is the responsibility of the Personal Coaches to promote and celebrate good attendance through the use of the academy's reward system (see appendix 3).

## **Attendance Officer**

It is the responsibility of the Attendance Officer to maintain the day to day running of attendance procedures.

When no explanation for an absence has been received, the Attendance Officer is responsible for making contact with parents/carers to confirm the nature of the absence.

The Attendance Officer is expected to liaise with tutors, personal coaches, parents and SLT on matters of attendance.

The Attendance Office will support the academy in raising the profile of attendance through the use of notice EBN Academy rewards.

If a student is absent for 3 days with no reason given by parents, a letter will be sent home to request parents to contact the academy as a matter of urgency.

If a student is absent for more than 4 days without a valid reason, the Attendance Officer will inform the main academy.

The Attendance Officer will report directly to the member of SLT responsible for overseeing attendance.

## **Admin Support**

CLM will be completed on a daily basis to ensure that all parties are fully informed.

Admin support will assist the Attendance Officer in making contact with parents/carers to confirm the nature of any absence.

## **SLT**

It is the responsibility of the SLT to oversee the academy's attendance policy and practice (see appendix 4)

The SLT will monitor, evaluate and review the policy and its impact annually.

All attendance related action to be recorded in the academy's termly report.

The SLT will produce an annual report to Directors on matters of attendance.

The SLT will meet with tutors, personal coaches and Attendance Officer to discuss attendance issues, and monitor the progress made towards the meeting of agreed attendance targets.

The member of SLT responsible for attendance will oversee the Spotlight process and be the Designated Liaison Person. (See attached flowchart for process)

## **Directors**

Directors should monitor and evaluate attendance and ensure the policy is carried out.

## **Appendix 1**

### **Authorised and unauthorised absence**

It is the Principals decision whether an absence is authorised or unauthorised. A telephone call on the first day of absence followed by a letter on return from parents/carers does not in itself authorise an absence; only EBN Academy acceptance of the explanation authorises the absence. The following examples should make this clearer:

#### **Authorised Absences**

Sickness

Unavoidable medical/dental appointment (half day maximum)

Days of religious observance such as main religious days of Eid (agreed with Principal beforehand)

Exceptional family circumstances, such as bereavement

Going to other schools for visits, interviews or examination

#### **Unauthorised Absences**

Looking after brothers, sisters and others

Shopping

Celebrating a birthday

Sleeping in

One child is ill, so all are kept off

Minor ailments such as tummy ache or headache

Because it is the end of the week or the term or a day with few lessons and personal study

Holidays in term time will not automatically be sanctioned. If students are taken out of EBN Academy without permission their absence will be recorded as unauthorised and parents will be liable for prosecution.

Students arriving after the close of registration without a valid reason risk that session being recorded as unauthorised.

## **Appendix 2**

### **The legal consequences of non attendance**

Legal proceedings and Penalty Notices have been introduced to try and ensure the regular attendance of children in education.

#### **Legal Proceedings**

Legal proceedings will be considered after the academy has tried to engage with, and offer support to, a family of a student who has attendance issues. If the poor/non attendance of a student is not resolved EBN Academy may decide to take legal action against the parents or responsible adult of the child. If found guilty by a Magistrate a parent/responsible adult could be fined up to £1000, or a Parenting Order could be issued, which lasts for up to a year.

## **Penalty Notices**

The academy can request the Education Welfare Service issue a notice for student who have a minimum of five days, or ten sessions, unauthorised absence (see appendix 1). A warning letter is sent to the family home and if there are no more unauthorised absences in the next 15 days, no further action will be taken. If there are further unauthorised absences in this period then a Penalty Notice will be issued.

## **Costs of Notice**

If paid within 28 days, the penalty is £60

If paid after 28 days, but within 42 days, the penalty is £120

If the penalty Notice is not paid, prosecution through the courts will be initiated.

## **Appendix 3**

### **Attendance Reward System**

Attendance will be rewarded at the end of each term. Students with 100% attendance for that term will be awarded extra points and certificates awarded each month for 100% attendance.

At the end of the year all students with 100% attendance for the whole year will be given a reward.

## **Appendix 4**

### **Punctuality**

Every student is expected to be at EBN Academy on time. Pupils will be deemed to be late, after registration, if they arrive after 8.30am or 11.30am.

Class teachers are expected to be in their teaching spaces to welcome students.

A record of late comers and reason for lateness will be kept and discussed weekly.

Any students' lateness will be recorded and patterns of lateness will result in students will need to make-up the lost time.

Lateness will be recorded in MIS system. Letter will be sent home to inform parents on the first day of lateness. If students are late again, a letter will inform parents that they will be placed on Spotlight.

## Escalation of interventions

**100% - 93%: No intervention required**

**93% - 90%: Attendance monitored by Attendance Officer**

**≤ 90%: Letter home informing parents of percentage attendance**

**If no improvement after one month**

**A second letter stating that absence is not authorised without medical evidence and they may be at risk of a FPN and £50 fine**

**If still no improvement**

**Third letter is sent home stating that the school will request the EWS issue a FPN**

**≤ 85%: Refer to Spotlight process**

Signed Chair of the Governing Board: \_\_\_\_\_ Date: \_\_\_\_\_

Review Date: \_\_\_ May 2018 \_\_\_\_\_