



Park Campus Academy

ATTENDANCE POLICY

Policy Review Date: [July 2017](#)

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1 Overview

- 1.2 Park Campus is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.
- 1.3 For pupils to reach their full educational achievement a high level of school attendance is essential. Often young people arrive with us having a significant history of poor school attendance and we personalise our attendance approach to ensure that all students make progress with their attendance during the time they are with us. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.
- 1.4 School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and advice from the Local Authority in their Attendance Intervention Model.
- 1.5 Each year the school will examine its attendance figures and set attendance/absence targets and review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- 1.6 This policy contains within it the procedures the school will use to meet its attendance targets.

2 Expectations

2.1 We expect the following from all our pupils:

- They attend school regularly
- They arrive on time and be appropriately prepared for the day
- They inform their Form Tutor/Learning Adviser of any problem or reason, which may prevent them from attending school.

2.2 We expect our parents/carers to ensure:

- Their children attend school regularly and punctually

- They contact the school as soon as reasonably practical whenever their child is unable to attend
- Not to take children on holiday during term time (see Penalty Notice)
- Evidence is provided for their child's absence.

2.3 Parents/carers and pupils can expect the following from Park Campus Academy:

- Regular, efficient and accurate recording of attendance and punctuality
- Early contact with parents through Truancy Call, when a pupil fails to attend school and a reason has not been provided
- Support and action for any problem notified to us which is impacting upon attendance
- Rewards for good attendance and punctuality.

3 Promoting attendance

3.1 Attendance remains a whole school focus throughout the academic year to enable the attendance target of 85% to be achieved. Senior Leaders, Pastoral Leaders and Pastoral teams regularly review the attendance of the whole school, groups and individuals. Where required, pastoral leaders use the additional support on offer via the schools 'Learning Intervention Panel' (LIP), to coordinate additional support and intervention to impact on individual attendance.

3.2 The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The Home/School agreement can be used in this way.

3.3 Pupils are encouraged to arrive early and engage in the breakfast club offered before school.

3.3 A range of rewards for good attendance and punctuality are promoted and include:

- Form assemblies to celebrate and encourage 100% attendance
- Weekly rewards
- All pupils with 100% attendance and punctuality will receive a certificate of achievement and a £1.00 tuck shop voucher
- Trips

4 Lateness

- 4.1 Morning registration will take place at the start of school at 9:00am. The registers will remain open for 30 minutes.
- 4.2 All students are greeted upon arrival at school upon transition through the student entrance. Their exact time of arrival is noted each day with an appropriate level of praise, challenge and support at this point relative to the arrival time history.
- 4.3 Any pupil arriving after registers close, will be marked as having an unauthorised absence unless there is an acceptable explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.
- 4.4 Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.
- 4.5 Pupils arriving late will serve a detention proportionate to the number of minutes late.
- 4.6 Afternoon registration will be taken during period 4, at 12:40pm, during the first ten minutes of the lesson. Registers will close at 12:50pm.
- 4.7 Penalty notices can be issued in relation to multiple instances of lateness.

5 Absence

- 5.1 Any pupil who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.
- 5.2 Attendance is tracked and monitored daily by the student's Learning Advisor (LA) who provide an effective regular contact point for parents and carers. Any absence will be discussed with the pupil, patterns analysed and support offered.

5.3 It is the responsibility of the allocated Learning Advisor to be aware of and bring attention to the Assistant Principal (AP) responsible for attendance of any emerging attendance concerns, in all cases of poor attendance.

5.4 Park Campus Academy follows the following process for absent pupils:

- First day contact for all absence via 'truancy call'
- After 5 absent sessions, first school warning letter is sent
- After 10 absent sessions, second school warning letter is sent
- After 14 missed sessions, a School Attendance Panel (SAP) is arranged and/or a penalty notice is issued

5.5 If attendance does not improve after this, parent/carers are liable for legal proceedings to be initiated with the maximum potential penalty for non-attendance being a fine of up to £2500 and/or three months imprisonment.

5.6 In addition to the above, the following is carried out:

- The AP responsible for attendance will regularly review students whose attendance is less than 85%
- These pupils will be included in a "target group" for special measures by the school
- Referral to the allocated Education Welfare Officer for the school
- Referral to the Local Authority when a pupil has been absent from school without the school's permission for a continuous period of 10 school days or where the pupil is to be removed from the admissions register (off-rolled) on specific grounds.

5.7 Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

6 Holidays in term time

6.1 Permission must be sought from the Principal if you want to take your child out of school during term time. You can only do this if:

- You make an application to the Principal in advance (as a parent the child normally lives with)
- There are exceptional circumstances

6.2 It is up to the Principal how many days your child can be away from school if leave is

granted.

- 6.3 You can be **fin**ed for taking your child on holiday during term time without the school's permission.

7 Penalty Notices

- 7.1 Penalty notices can be issued for lateness and unauthorised absence.

- 7.2 The requirements for issuing a penalty notice for lateness are as follows:

- Pupils should have a minimum of 10 instances of lateness within a 10 week period thus demonstrating that prompt arrival is a persistent problem
- Once identified, parents will be provided with a warning in order to address the problem thus avoiding issue of a penalty notice
- The warning must include a monitoring period within which instances of lateness should be eliminated. If the issue of lateness is rectified within the monitoring period no action will be taken however failure will result in the issue of a penalty notice.

- 7.3 A penalty notice may be issued for unauthorised absence as an early alternative to prosecution or other forms of intervention as follows depending on the individual circumstances:

- Where a pupil has at least 10 days unauthorised absence during any given continuous 3 month period (school time only) and the parent(s) are not co-operating with the Local Authority and/or school to resolve the problem
- The parent has received a formal warning of the possibility of a penalty notice being issued and given a minimum of 15 school days to effect an improvement
- Where a pupil is required to attend alternative education provision at a named site, school or pupil referral unit and fails to attend on or after the first day.

- 7.4 In the following exceptional circumstances, a penalty notice may be issued without formal written notification to the parent/carer depending on the individual circumstances:

- Where a parent/carer has taken the pupil on holiday during term-time without the school's authorisation or (in cases where the school has authorised the absence) has failed to return the pupil to school on the date agreed with the school
- Where a pupil and parent/carer have been stopped during a truancy sweep, the parent/carer cannot provide an acceptable reason for absence and the parent is

known to have condoned absence previously

- Where a child is excluded from school and is seen in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion
- Where a child is excluded from school and is seen in a public place during normal school hours causing anti-social behaviour on the first five days of each and every fixed period or permanent exclusion
- Consideration will be given to whether there is reasonable justification for the pupil to be in a public place and this will depend on individual circumstances

7.5 There is no right of appeal against the penalty notice once issued.

8 A Welcome Back

8.1 A senior member of staff must arrange a reintegration meeting after a pupil has had a long period of absence.

8.2 It is important that on return from an absence, all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

9 Register Security

9.1 The registers can only be accessed by the password protected access to our school information management system. Registers and the back up electronic copies are kept for at least 3 years.

10 Attendance Intervention Model (Appendix 1)

10.1 The school is committed to supporting parents in improving their child's attendance. The AIM procedure clearly sets out the process followed to promote and improve school attendance. The school aims to follow this process in most cases, however, in recognition of the enhanced vulnerability of the student cohort, individual cases may receive resolved support at the discretion of the Principal.

Appendix 1

**AIM - Attendance Intervention Model
Special Schools**

Time scale	Sessions Absent	School Actions	EWO Actions
Term 1	1	Log phone call/text	Working with School on early intervention and referral processes to enable swift progression of cases
	2	Log phone call/text	
	3	Log phone call/text	
	4	Log phone call/text	
	5	1st School Warning Letter	
	6	Log phone call	
	7	Log phone call	
	8	Log phone call	
	9	Log phone call	
	10	2nd School Warning Letter	
	11	Log phone call	
	12	Log phone call	
	13	Log phone call	
		14	Set up SAP, Complete CAF, Consider PSP/Parenting Contract, Refer to EWO Notify Children With Disabilities/Social Care
	End of term 1 audit	Identify PA pupils using Attendance Audit Form with EWO	Identify PA pupils using Attendance Audit Form with School
Term 2	15 to 23	Log phone calls	Send Home Visit Letter 1, log phone calls, Complete Home Visit 1 outcome letter or Home Visit 1 Failed letter
	24	Log phone call	Log phone calls, progress case work
	25 to 27	Log phone calls	Log phone calls, progress case work
	28	Log phone call	Log phone calls, progress case work
	End of term 2 audit	Identify PA pupils using Attendance Audit Form with EWO	Identify PA pupils using Attendance Audit Form with School
Term 3	29 to 33	Log phone calls	Log phone calls, progress case work
	34	Log phone call	Log phone calls, progress case work
	35 to 39	Log phone calls	Send Home Visit Letter 2, log phone calls, Complete Home Visit 2 outcome letter or Home Visit 2 Failed letter
	40	Log phone call	Log phone calls, progress case work
	End of term 3 audit	Identify PA pupils using Attendance Audit Form with EWO	Identify PA pupils using Attendance Audit Form with School

Term 4	41 to 43	Log phone calls	Log phone calls, progress case work
	44 to 48	Log phone calls	Supervision with Line manager to look at progression of casework CAF and case file to be submitted for Court Panel to be arranged
	49	Log phone call	Log phone calls, progress case work
	50 to 51	Log phone calls	Log phone calls, progress case work
	End of term 4 audit	Identify PA pupils using Attendance Audit Form with EWO	Identify PA pupils using Attendance Audit Form with School
Term 5	52	Log phone call	Log phone calls, progress case work
	53 to 58	Log phone calls	Log phone calls, progress case work
	59	Log phone call	Log phone calls, progress case work
	60 to 63	Log phone calls	Log phone calls, progress case work, Supervision with Line manager
	64	Log phone call	Log phone calls, progress case work
	End of term 5 audit	Identify PA pupils using Attendance Audit Form with EWO	Identify PA pupils using Attendance Audit Form with School
Term 6	65+	Log phone call	Attends Vulnerable Pupils Monitoring Group
	End of term 6 audit	Identify PA pupils using Attendance Audit Form with EWO	Identify PA pupils using Attendance Audit Form with School