



**NORTH
SHORE**
Academy

STUDENT ATTENDANCE POLICY

9 June 2016
[SJO]

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Next Review Date (must be completed):	July 2017
Signature of the Chair Of Governors	
Name of the Chair of Governors	Caroline Reed

Attendance Policy

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STATEMENT OF INTENT:

North Shore Academy is committed to providing a full and effective education to all students and embraces the concept of equal opportunities for all.

'We recognise that the relationship between attendance and achievement of our students is inextricably linked'.

We believe that all students benefit from the education we provide, and therefore from regular school attendance. In order to achieve this we will take appropriate action to ensure that all students achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

Every opportunity will be used to convey to students and their parents or carers the importance of regular attendance and punctuality.

Academy attendance is subject to various education laws and this academy attendance policy is written to reflect these laws and the guidance produced by The Department for Education. Each year we will review our attendance figures and set attendance/absence targets. These will reflect both national and LA attendance targets. At North Shore Academy we will review our systems for improving attendance at regular intervals to ensure that we are achieving our set goals.

SCHOOL ATTENDANCE – THE STATUTORY FRAMEWORK:

- Education Act 1944 – Establishes the duty of parents to ensure regular attendance of students.
- The Education (Pupil Registration) Regulations 1997 (amended) provides the new registration categories of Approved Educational Activity. (Amending Regulation 3(2), (3), (5) of the Education Regulations 1995).
- Education Act 1996 places a legal obligation on the Local Authority to provide education suitable to a child's age, aptitude and ability and to any special educational needs they may have and also Section 444 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 by law".
- Education Act 2002 (Section 53) enables an overall absence target to be set, covering authorised and unauthorised absence, supporting school improvement and raising community awareness of the issue (September 2003).

This policy will contain within it the procedures that we will use to meet our attendance targets.

THE AIMS OF OUR ATTENDANCE POLICY AND PROCEDURES:

North Shore Academy aims to ensure that:

- All students have an equal right and access to an education in accordance with the National Curriculum, or agreed alternative.
- No students will be deprived of their education opportunities by, either their own absence or lateness, or that of other students.
- Action is taken, where necessary, to secure an improvement in attendance.
- Work with parents, students, local authority and external agencies to improve attendance.
- Follow the guidelines and policy of the local authority (see local authority inclusion guidance).

IT IS RECOGNISED THAT:

- The majority of students want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Students and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Students who attend and / or make significant improvements need to be rewarded and recognised.
- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act).

EXPECTATIONS:

North Shore Academy expects that all our students will:

- Attend school regularly.
- Arrive on time (school begins at 8.20am) and be appropriately prepared for the day.
- Be aware of their attendance percentage and take responsibility for it. This will include target setting.
- Report to reception to sign in if they arrive late - this is a Health and Safety requirement.
- Carry out any work provided by the Academy during an authorised leave period.

North Shore Academy expects that parents / carers will:

- Fulfil their legal responsibilities and ensure their child attends the academy.
- Endeavour to keep health appointments out of academy hours when possible.
- Discuss with the academy immediately if there is reason or problem that may stop their child from attending the academy.
- Work with school in resolving any issues that may be having an impact on their child.
- Contact the academy, on the first day of absence, whenever their child is unable to attend school, and send in a letter confirming dates of absence and the reason for absence when their child returns to the academy.
- Provide medical proof when requested to support absences if attendance becomes a cause for concern.
- Seek permission from the academy for any leave of absence. The Principal has the right to refuse requests for any absence in accordance with LA guidelines.
- Avoid any holidays during term time. **These will not be permitted.**

PARENTS/CARERS AND STUDENTS CAN EXPECT THE FOLLOWING FROM NORTH SHORE ACADEMY:

- Close monitoring of attendance.
- Regular, efficient and accurate recording of attendance.
- Early contact on the first day of absence when a student is away without explanation.
- Monitoring of lateness and action taken for repeated lateness to the academy.
- Action on any attendance problem notified to the academy.
- Referral of specific attendance issues to supporting agencies where appropriate.
- Attendance figures will be published in the Governors' Annual Report to parents.
- Support to parents and students in achieving target attendance %.

WE ENCOURAGE FULL ATTENDANCE BY:

- Consistent, clear communication with parents and students about the importance of regular, prompt attendance.
- Setting targets for improved attendance and sharing these with Governors, parents and students.
- The accurate completion of registers at the start of each morning and afternoon session, and at the beginning of each teaching session.
- Tutor group competition to encourage good attendance
- The academy will reward good attendance.

NORTH SHORE ACADEMY RESPONDS TO NON-ATTENDANCE BY:

- Contacting parents on the first day of an absence if no reason has been received. (Contact will be by either text or telephone).
- If there is no response to the first contact a letter will be sent to enquire about the unexplained absence.

WHERE A PATTERN OF NON-ATTENDANCE IS EMERGING:

1. The Attendance Team in the academy will investigate.
2. The parent/carer is invited to attend an academy meeting to work with the Attendance Team to help resolve the difficulties, offering support from the academy or other outside agencies.
3. Where intervention is not successful, parents and students may be invited to attend an Attendance Panel Meeting. (Attendance Team, Link Governor, Assistant Principal, LA attendance officer)
4. The Attendance Team will consider a referral for a FPN (Fixed Penalty Fine) in some cases of unauthorised absence in accordance with Section 23 of the Anti-Social Behaviour Act 2003.
5. When other strategies have failed to have an effect, information will be referred to Stockton Local Authority Exclusion and Attendance team who will consider prosecution under Section 444 of the Education Act 1996 at Magistrates Court.

Students' attendance will be monitored according to percentage and interventions will be on an individual basis, taking into account student needs, environmental factors, agency involvement and any other concerns.

CHILDREN MISSING EDUCATION (CME)

Children and young people leaving the area without a known destination school.

Should a pupil attending North Shore Academy leave without giving notification about their destination we will make all reasonable efforts to locate the pupil. Once all avenues of enquiry have been exhausted and a failure to locate the pupil occurs, he or she should be classed as missing and a referral made to the Attendance Co-Ordinator (CME) at the earliest opportunity.

If the child is subject to a protection plan or should any member of staff or professional working with the family have concerns about the safety or wellbeing of the child, it is the professionals duty to report this to Social Care via the completion of a SAFER referral without delay. Where the child or young person is believed to be at risk of immediate harm contact should be made by the professional who hold these concerns and/or information shared with Cleveland Police who will determine if the child or young person is categorised as 'absent' or 'missing'

Children and young people who have failed to return from a holiday on the expected return date. Should the child fail to return to North shore Academy on the agreed date without reasonable explanation we will investigate the absence in line with our attendance procedures and where this is unsuccessful a referral to the Attendance and Exclusion Team for CME procedures should be initiated.

We will inform the Attendance and Exclusion Team Officer of the details of pupils who have recorded ten days' unauthorised absence and despite our investigation no contact has been established with the family.

HOLIDAY ABSENCE

We do not permit absence for holiday periods during term time as stated in the Education (Pupil Registration) (England) (Amendment) regulations 2013. However, it is within the Principal's power to grant and authorise leave for exceptional circumstances.

Examples of exceptional circumstances could include (the list is not exhaustive, individual circumstances will be considered):

- Overseas family issues / emergencies
- Health related issues and recovery.
- Exceptional opportunities that would enhance the life experiences of the student.

LATENESS

Morning registration will take place at the start of the academy day at 8.20am. Any student arriving after this time will be marked late unless there is an acceptable explanation i.e. school transport was delayed.

Students who are consistently late are disrupting not only their own education, but also that of others.

Where persistent lateness gives cause for concern, a detention will be issued on the same day and a meeting with the relevant staff will be arranged to discuss what support can be offered.

The afternoon registration will be at 12.00pm. Students 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.

ROLES AND RESPONSIBILITIES IN PROMOTING ATTENDANCE:

Academy Tutors:

- To take the register in accordance with set guidelines and to maintain accurate records.
- To put absence letters in a file. All letters should be dated.
- To liaise with the Attendance Team on all matters related to attendance, in particular if absence is still unknown after 3 days.
- To keep an overview of the tutor group/individual student attendance and to respond to any trends, discrepancies or individual needs that may arise from this.
- To promote regular attendance and punctuality with students in their tutor group and discuss absence concerns where necessary with students.

Attendance Team:

- To regularly check registers.
- To liaise with school office and Assistant Principal on issues related to the updating of the academy roll.
- To ensure first day absence and response is logged.
- To conduct home visits where necessary with head of school.
- To provide Head of School, Deputy Head of School and tutors with weekly printouts of overall absence and persistent absence relating to individuals and groups of students.
- To provide Assistant Principal with attendance data for all student groups weekly.
- To provide attendance data half termly for the local authority Attendance and Exclusion team.
- To provide attendance statistics related to the DFE, Local Authority and Academy Governor's report.
- To maintain systems for monitoring attendance issues.

Governors:

Academy Governors have an active and important role to play in establishing the importance of attendance in the academy and in providing support and encouragement for the efforts of teachers and students. The Governing Body has three clear duties in connection with attendance in the academy:

- It must ensure that attendance registers are kept and inform the Local Authority about students who do not attend regularly or are absent for long periods of time.
- It must show the difference in attendance registers between authorised and unauthorised absence of students of compulsory school age.
- It must include information of unauthorised absence in the academy prospectus and annual reports.

Deputy Head of School:

- To ensure that parent/carers and all students are fully aware of all matters and routines related to attendance. These should especially include:
 - Procedures and timings of registration.
 - Lateness procedures.
 - Return of absence letters.
 - First day absence enquiries.
 - Requests for leave of absence.
 - The role of the Attendance Officer (LA).

- To make or arrange for the academy office to make telephone calls as appropriate.
- To ensure that all group tutors and team members are fully aware of any procedures and routines related to attendance.
- To ensure that all group tutors and team members are fully aware of the documentation related to attendance and how it is used.
- To ensure that all registers are taken to schedule.
- To monitor School Group attendance on a regular basis using data supplied by the school office.
- To liaise with Assistant Principal and Attendance Manager on all matters related to attendance and to assist in difficult cases related to:
 - Patterns of absence.
 - Truancy and unauthorised absence.
 - Parent/care liaison.

Assistant Principal:

- Liaise with Attendance Manager and Heads of School to monitor the academies overall attendance and the attendance of individual students and groups of students
- To prioritise specific year groups/individuals using data for targeted intervention.
- To meet regularly with the Attendance Manager, Deputy Heads of School and the Local Authority Attendance and Exclusion Team
- To have a general overview of all aspects of attendance management.
- To liaise with the Attendance Manager in all aspects of attendance data and management.
- To appoint a member of staff/supply teacher to take registers during the absence of the tutor (using the cover organiser).

Referral to the LA Attendance Officer:

Referral to the local authority Attendance Officer will be made in the following circumstances:

- Absence is regular and/or repeated and therefore affecting the student's education:
- Attendance is below 85% and unauthorised.
- When a student has been absent for two consecutive weeks and the absence is unauthorised.
- The intervention by the academy has failed to secure a student's regular attendance.

Referrals can only be made through the Attendance Manager or the Assistant Principal. A referral form will be completed for each student.

When making a referral to the Attendance Officer, it is important that the following information is included:

- Action taken to date by the academy.
- Parents/students attitudes towards the academy and the intervention to support improved attendance.
- Parental reasons for non-attendance.
- Action taken by the academy to resolve any identified problems.
- Information regarding any special educational needs the student may have, academic attainments and support being provided by the academy.
- Information regarding potential aggression from the parents.

The role of the local authority Attendance Officer is to:

- Liaise, where appropriate, between home and the academy through the instigation of the local authority attendance procedures;
- Investigate irregular attendance or lateness which may give rise to concerns that a student may be at risk;
- Complete a regular register check; giving feedback and advice on improving attendance
- Work with students who are experiencing problems with attendance and/or punctuality.
- Enforce the Law in relation to academy attendance
- Advise and or assist academy in setting attendance targets.

Attendance Codes

Code	Meaning
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age abs
Z	Pupil not on roll
-	All should attend / No mark recorded