

Redstone Educational Academy Attendance and Punctuality Policy

Redstone Academy believes that all pupils should attend school regularly giving pupils the best opportunity to achieve to the highest possible level. As a school we strive to work with pupils, parents and agencies in order to improve all students' attendance so that they reach their full potential.

Redstone Academy takes into account the regulations in the:

- Education Act (1996)
- The Education (Students' Attendance Records) Regulations (1991)
- The Education (Student Registration) Regulations (1995 amended 1997)
- Social Inclusion: Student Support, DfES Circular 10/99)

Aims

The aims of this policy are:

- To strive to improve the school's yearly attendance target
- To reduce the number of authorised and unauthorised absences
- To foster links with the Attendance Service, parents, feeder primary schools and the local community in order to improve attendance
- To develop strategies to help pupils improve attendance and develop support mechanisms for those with attendance issues
- To ensure that pupils achievements and progress are not undermined by attendance issues

School Opening Times:

Redstone Academy opens for pupils at 8.05am for Registration
Registration continues until 8.15am
Lesson One commences at 8.15am
School Ends at 3.00pm

ATTENDANCE

Responsibilities

It is the responsibility of parents, by law, to ensure that their child attends school every day unless there are legitimate reasons for them not doing to. Failure to do this could result in parental prosecution.

The Education Act 1996 states that ***It is essential the “Parents/carers should ensure that their children arrive at school on time, properly dressed and in a condition to learn”.***

The school is responsible for encouraging good attendance and ensuring that appropriate systems and strategies are in place to improve and monitor it. It is also responsible for working closely with pupils, parents and agencies particularly when poor attendance is an issue, and identifying when pupils may be at risk. The school recognises that rewarding good attendance is essential.

Pupils are responsible for making sure that they attend school every day and that they obtain registration marks at the appropriate times. They are also responsible for being at school and in lessons on time.

The Head Teacher will be the person responsible for checking attendance figures and making sure the school attendance policy and procedure is up to date and available to staff and parents and making sure head teacher is updated with all current Pupil Attendance Strategies by Birmingham City Council.

Registration

In accordance with the legal guidelines (Education [Pupil Registration] Regulations 1995) pupils are registered twice a day. These are at the start of Periods 1 and 5. This data can then be made available to interested parties for their scrutiny, eg LA, DfE.

Truancy Call

This is a phone service. After registers have been taken at the specified time, a call will be made to every parent where there is an unexplained absence and the response recorded in the attendance software.

IT IS VITALLY IMPORTANT THAT REGISTERS ARE DONE IMMEDIATELY AT THE START OF EACH REGISTRATION SESSION.

Leave of Absence

See **APPENDIX C**

Illness

From time to time students can be absent from school through illness. With this in mind during any half term students who have more than 3 days with illness will need to provide doctors notes to cover additional absences. If in such case hospitalisation or medical appointments are the reason allowance will be made. Parents of pupils with 3 instances of illness absence in a half term (where there is no confirmed medical condition) should be invited to a meeting at the school and asked to provide medical evidence for further illness absence should further absence occur. Parents of children with genuine medical conditions will be supported by the school.

When informing the school of the students non-attendance, parents need to provide a valid reason for absence e.g. gastroenteritis, migraine, flu etc. Redstone Academy will not accept UNWELL or ILL- these choice of words are non-descript and should not be used.

Absence and underachievement can have a detrimental impact on social development, especially where pupils are not able to participate fully in the school community.

Monitoring Attendance

100% Attendance

As well as being an excellent attender they are likely to achieve the best grades for their ability and give them real opportunities in the future.

95% and above

They are absent less than 10 days in a school year. They are on the road to achieving success and having real opportunities for continued studies and in the world of work.

85-94%

They are missing up to 30 days in a school year – six weeks lost! Their absences will make it difficult for them to achieve their best. They need to change gear and start moving forward.

80-84%

They are missing up to 40 days in a school year-TWO MONTHS LOST! They are missing so much time from school it will be difficult for them to keep in touch with the work, and make it very hard to get where they want to go.

Below 80%

YOU NEED TO TAKE ACTION NOW!

It is the role of all members of staff to encourage and acknowledge good attendance. Any problems relating to a pupil's attendance should be reported to the appropriate Head of Section. Year groups and individuals will be monitored on a weekly and termly basis by Heads of Section.

The Attendance Register

An attendance system has been developed to record attendance figures. The attendance register is taken electronically by teachers in the classrooms at the designated times. The updated attendance software now allows teachers to input a reason for absence based upon the Ofsted Absence Codes. The software will now also allow the academy to produce statistics based upon the overall attendance rates of each class and this is used for analysis. A further sheet has been created to ascertain overall figures from the school as a whole which is linked to the attendance software.

Persistent Absence (pupils with 10% or more absence)

Pupils identified as persistently absent, recorded half termly, will be targeted by the Head Teacher. Action plans for these students will be put in place, monitored and reviewed.

Pupils who are persistent absentees or in danger of falling into the category of persistent absentees will be targeted by using the three Attendance 3-Letter System (please see complete procedure available online) This includes:

- Highlighting when a child is getting close to having 10% Absent rate and letter sent home
- If it falls on 10% then a 2nd Letter sent home to arrange a meeting
- 3rd letter if it falls below 10% highlighting the Penalty Procedure
- Referral made to Education Intervention Team

Children Missing In Education:

When a pupil has not attended for 20 consecutive school days or more without authorization and both school and LA have exhausted their search processes, then the pupil is deemed CMIE. In this case information of the pupil must be passed to Children Missing in Education Team.

IF DURING THE COURSE OF REASONABLE ENQUIRIES SAFEGUARDING CONCERNS COME TO LIGHT REFER TO MASH ON 0121 3031888.

As of 1st September 2016, Redstone Academy will ensure that reasonable enquiries to establish the whereabouts of the child jointly with LA before deleting pupils name from the Register.

Redstone will respond **promptly** by conducting **first day calling** on the first day of unexplained absence ensuring that all contacts (including emergency contact) for the pupil have been attempted.

Redstone Academy will also consult and seek guidance from the CME team (who can conduct a children's social care check). This will be done by raising a referral using the referral form.

Redstone Academy will conduct a home visit within **5 days and advise CME team of the outcome.**

During this time the pupil remains on roll until CME sends a deletion notice after one cycle of traces.

Believed to be Abroad

If a child is travelling abroad then the following information is required before they travel:

- Letter from parents
- Proof of travel
- Child's new address
- Named educational setting abroad.

A Pupil Movement Form is then completed and sent to the Birmingham pupil tracking team.

Transfer to Another School

If a child is intending to leave to another educational facility then a letter must be received by the parents indicating this move and the relevant form completed. Once all information is received, then a Pupil Movement Form is completed and sent to the School Admission Team.

A STUDENT MUST REMAIN ON ROLL UNTIL CONFIRMATION FROM THE OTHER SCHOOL HAS BEEN MADE THAT THEY HAVE ENROLLED.

Home Educated Pupils

Pupils who leave and will be home educated then a referral form (Appendix 3) must be completed and sent to the Elective Home Education Team. In this instance the parents have to write a letter confirming their intention.

Post 16

All pupils who leave Redstone Academy in Year 11 must be accounted for and their destination recorded. This is done by completing a referral form and sent to the Full Participation Team.

PUNCTUALITY

Redstone operates a 'no excuse' policy and work on a three strike procedure

Punctuality Procedure

- School opens at **8.05am** for registration.
- A pupil is marked **late** in the register if they arrive later than **8.10am**.
- A pupil is marked absent if they do not arrive by the first lesson at **8.15am** and a '**O**' marked down.
- If a pupil is marked absent for previous sessions, but arrives in a later lesson, then a '**L**' is placed within the '**L**'
- If a pupil does not arrive by the first lesson, then administration calls home to ascertain their whereabouts.
- If a student arrives late then they must sign the Late Book and a 25 minute detention (and text message to parents) is given to the pupil.
- If the student arrives late again, then a text message is sent to parent and a second detention is given
- A third late in within a half-term necessitates a further detention which is given next day. A slip is handed to the student and parent receives a text message from the academy informing them. Parents are then called in to discuss why their child is late and what can be done about it. The child is not allowed into class until a parent accompanies them on the third time they are late.
- Following on from this the if pupil continues to come late then, detentions again are served but the time has been doubled to 50 minutes
- After the third successive late then parents are called in again for another meeting to discuss ways to resolve this issue
- If pupil still continues then after a final 3 detentions, parents are called again and explained that on the tenth late, penalties will be issued to the families
- The new term then the records are reset again. This measure has been put into place this year as a deterrence for pupils to arrive late.

All detentions for lateness are logged on the Detention Log.

Return to school after prolonged absence

If a student has had a significant length of time off school then the Head of Section will have responsibility for ensuring that a pupil has a smooth transition back into education

Staff Training and Development

Guidelines are issued to all staff outlining their roles and responsibilities on a day to day basis and also throughout the year.

Staff training will be provided at suitable opportunities through twilight meetings and start of term meetings.

Rewards

The following reward schemes are in place for pupils:

End of Term CERTIFICATES – this is awarded each term to the students with the overall best attendance.

Class Dojo Points: Given to pupils who were latecomers for attending on time.

Prizes given to the class: A prize is given to those classes who maintain a 100% attendance rate based upon the class statistics obtained from the attendance software.

Praise Letters are also sent home to pupils for significant improvement in attendance.

Reporting Attendance

The percentage attendance authorised and unauthorised absences will be reported to the Senior Leadership Team by the Administration.

The monitoring and evaluation of these figures and attendance procedures will inform the focus of the School.

Attendance Roles and Responsibilities

Class Teacher

- o Take statutory register during the first 5 minutes of period 1 and 5
- o Inform the Head of Section of any concerns
- o Take registers for all lessons, including those used for cover
- o Code absences appropriately
- o Encourage pupils to attend school on a regular basis.

Form Tutor

- o Monitor attendance in their year group
- o Closely monitor pupils who are below 90% attendance and persistent absentees and meet with the schools EWO
- o Ensure that absences are being coded appropriately as quickly as possible
- o Monitoring 'o' and 'u' codes that this could lead to a referral to the Attendance service.
- o Liaise with parents/carers regarding attendance issues (praise and concern)
- o Encourage pupils to attend school regularly and punctually by celebrating their achievements
- o Address issues where registers are not taken
- o Meet with the Head of Section and parents if there is concern over parents taking pupils out of school when they have poor attendance
- o Meet with the Headteacher and parents should parents request an extended holiday
- o Organise work for pupils taking extended holidays
- o Alert the Section Heads if the pupil has not returned by the agreed date

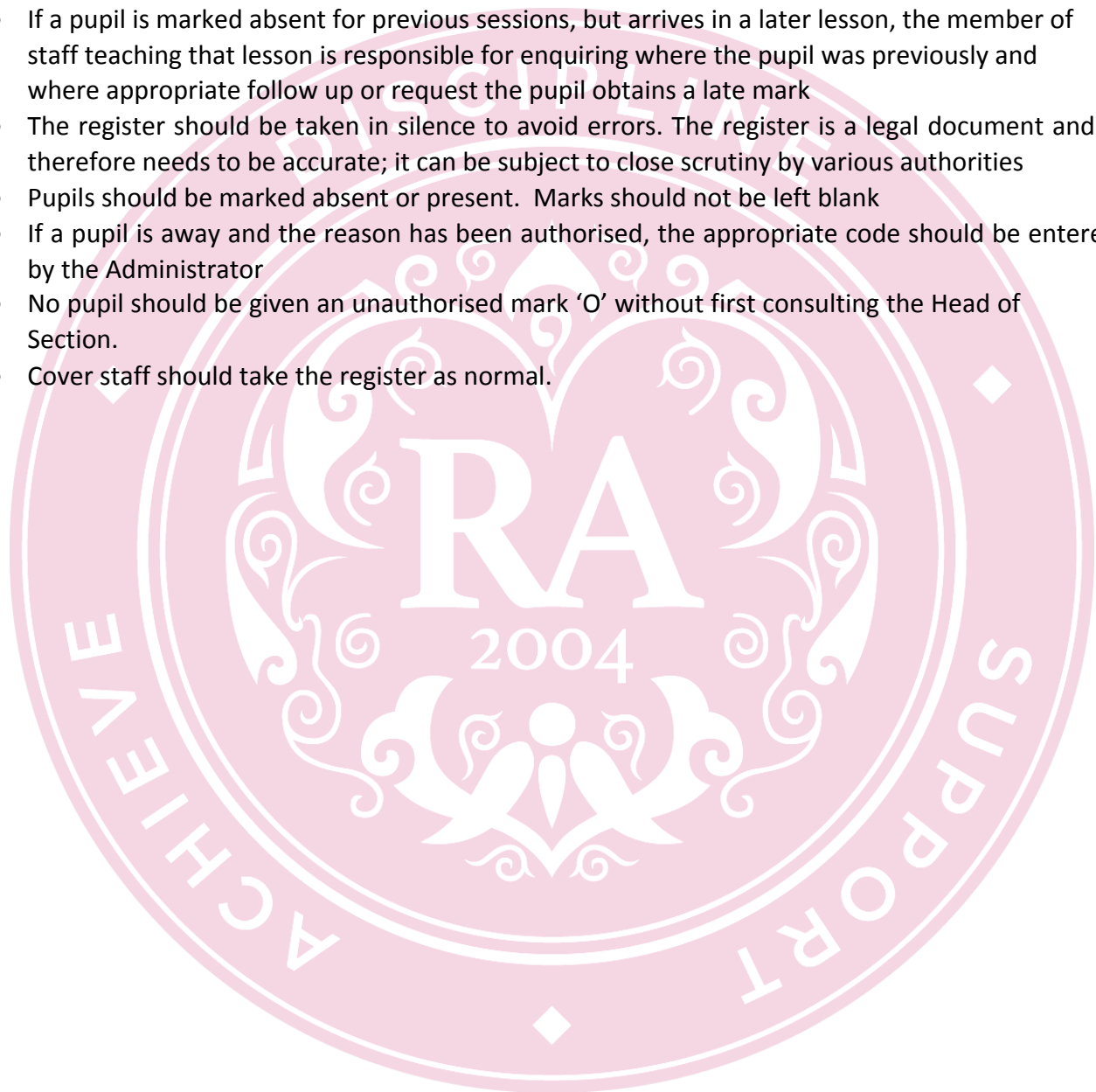
Administration

- o Ensure that registers are maintained.
- o Receive telephone messages from parents
- o Administer the Texting Services
- o Collect absence notes from each form teacher
- o Enter appropriate codes for absence and lateness
- o Generate attendance information
- o Issue standard letters to parents regarding the attendance, holidays and punctuality
- o Provide copies of any letters sent out to parents for Heads of Section
- o Liaise with the Head Teacher regarding pupils taking holidays
- o Provide information for Heads of Section regarding pupil lateness
- o Send text to parents of pupils who are late 2 or more times a week
- o Develop strategies to improve the levels of attendance particularly focusing on those between 85% - 94%
- o Work proactively with pupils causing concern,
- o Liaise closely with parents regarding attendance issues
- o To be involved in appropriate staff training

APPENDIX A – Registration Procedures

Morning and Afternoon Statutory Registration

- All registers should be done by 8.15am. Afternoon registration should be taken at 12.30pm.
- Pupils arriving late to school should sign in the late book at reception.
- If pupils are late in the afternoon, they should sign in to the late book.
- If a pupil is marked absent for previous sessions, but arrives in a later lesson, the member of staff teaching that lesson is responsible for enquiring where the pupil was previously and where appropriate follow up or request the pupil obtains a late mark
- The register should be taken in silence to avoid errors. The register is a legal document and therefore needs to be accurate; it can be subject to close scrutiny by various authorities
- Pupils should be marked absent or present. Marks should not be left blank
- If a pupil is away and the reason has been authorised, the appropriate code should be entered by the Administrator
- No pupil should be given an unauthorised mark 'O' without first consulting the Head of Section.
- Cover staff should take the register as normal.



APPENDIX B – Procedures for marking absences

Morning and Afternoon Statutory Registration

- If a pupil is absent from registration they should be marked absent
- If the absence is known and/or has been explained by a parental note/telephone call, then the respective Ofsted Codes to be applied. These codes can be found on the written registers and are also embedded into the Attendance Software in the form of a drop down list



APPENDIX C – Leave of Absence

Redstone Academy will not be able to authorise leave of absence during term time except for exceptional circumstances.

In 'exceptional cases' parents can request in advance a leave of absence and the decision will be made by the Head Teacher who will take into account the 'exceptional circumstances'. These are specified as a family bereavement, a religious visit or a parent returning from active services. If parents do not have advance authorisation from the Head teacher, the absence will be marked as unauthorised.

In brief:

- The law says that from September 2013 parents do not have the right to take their children out of school during term time.
- In exceptional circumstances a request for leave of absence must be made in advance to the Head Teacher who will inform you of his decision prior to taking students out of school.
- If absence is not authorised and the student is taken out of school, the absence will be recorded as unauthorised by the school and under scrutiny by the Local Education Authority, who may issue a Fixed Penalty Notice which means the parent may be fined by an Attendance Service.

Redstone Academy believes that attendance is vital. It is because of the link between attendance and attainment that the Government has placed a priority on reducing all forms of absence and has introduced Penalty Notice fines to parents whose children are absent without the school's authorisation.

There is also clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSE's at grades A* to C including English and Maths, but 73% of pupils who attend 95% of school achieve this (www.gov.uk).

I would therefore request the cooperation of parents in considering the effect on their child's education before making any request for leave of absence in term time.

Policy Updated: September 2016
Next review date: September 2017