



Attendance Policy

Person in charge: Sharon Richards

Rationale

This policy has been written to promote good attendance in school and also to formalise the procedures if a child's attendance is causing concern.

Aims

At Holley Park Academy we aim that our children

- Are tolerant, sensitive and understanding, showing respect for the rights, views and property of others.
- Develop a responsible and independent attitude towards their work and towards their role in society.
- Achieve their full potential in terms of academic achievement,

All members of the school community work towards the school aims by: -

- Valuing children as individuals and respecting their rights, values and beliefs.
- Fostering and promoting good relationships and a sense of belonging to the school community
- Providing a well ordered environment in which all are aware of behavioural expectations and are supported to meet these expectations. □ Offering equal opportunities in all aspects of school life and recognizing the importance of different cultures.
- Encouraging, praising and positively reinforcing good relationships, behaviour and attitudes.
- Working as a team to encourage and support each other.

As a school we aim for an attendance rate of 95% to help all children achieve their full potential as we recognise that this can be only achieved by maximising the number of sessions children attend school.

Objectives

- To ensure rigorous systems for recording attendance in school are maintained.
- To formalise the analysis of attendance data to be used for action planning.
- To formalise the rewards used to recognise good attendance.
- Identify and clarify the role of parents in promoting good attendance.
- To set out triggers at which formal monitoring of attendance will be initiated.
- To set out triggers and procedures to deal with non-attendance at school.
- To ensure the welfare and safety of all children in school.

Recording Attendance Data

Records of attendance are recorded at the beginning of the morning and afternoon sessions. It is the responsibility of the class teacher to ensure the register is completed at the start of each session. Absences are recorded and coded according to the reason for absence. Records of children coming into school late are kept in the office.

If there is no reason for the absence given either verbally or by letter, then contact will be made on the first day by the school office. If by the second day we still haven't received any contact, we will again try contacting the parent. On the third day if no contact has been made we will carry out a home visit. This procedure will be reviewed on an individual basis (child at risk). Attendance records are kept for all children. These records will be used as evidence when Formal Non Attendance Procedures begin.

Leave of Absence forms are also sent to the Head teacher. These will be looked at on an individual basis.

Attendance Data

Attendance data in school is used to: -

- Reward children for good attendance
- Track children with poor patterns of attendance or punctuality, with the aim of improving attendance and where necessary inviting parents/carers to school for formalised discussions regarding their children's attendance.
- Reported termly to the governing body and annually to the DFES for publication. School attendance figures are published in the league tables, school prospectus and annual governors' report to parents.

Rewarding Good Attendance

Good attendance in school is rewarded in the following ways:

- Weekly award for the class with the best attendance
- Termly award for the class with the best attendance
- Annual awards for all children with 100% attendance

Working with Parents

Parents will be reminded of the importance of good attendance at all induction meetings, through the school prospectus and regular reminders in newsletters and community assemblies. At these times they will be reminded to telephone school on the first day of any absence.

Formal Monitoring

Formal monitoring of attendance may be triggered by the following: -
Attendance falling below 95% in either a given half term or over an academic year.

□ A pattern of broken attendance e.g. frequently missing a particular day or lessons, that gives a pattern of 4 broken weeks in any 10.

A decision to move into formal monitoring will be taken by the Head teacher in association with the Business Manager. Parents will be informed with a letter of concern if their child moves into these procedures.

Formal Non Attendance Procedures

If after a period of formal monitoring and support attendance does not improve a decision will be made by the Head teacher and Business Manager as part of their regular discussions to move into non-attendance procedures.

ATTENDANCE/TIMEKEEPING PROCEDURES

Good attendance at school is vital if your child is to make good progress. We are very grateful for the excellent support we receive from parents/carers.

As a school we aim for an attendance rate of 95% to help all children achieve their full potential. We recognise that this can only be achieved by maximising the number of sessions children attend school. Our Board of Directors monitor how attendance and timekeeping is managed in school and it is our duty to investigate non-attendance and lateness.

FORMAL NON-ATTENDANCE PROCEDURES

After a period of formal monitoring if attendance/timekeeping does not improve a decision will be made by the Business Manager to move into non-attendance/timekeeping procedures. At this point a visit may be made to the family home to explain the procedures and offer support.

STAGE ONE

A letter of concern from the Business Manager to the parents reminding them of their responsibilities regarding their child's attendance/timekeeping.

STAGE TWO

A meeting between the parents, Head teacher (or representative) and Business Manager and a representative of the Academy Trust Board to discuss the schools concerns with regard to the child's poor attendance/timekeeping and to reinforce the consequences of poor attendance and poor timekeeping.

STAGE THREE

An interview by an **Officer of the L.E.A.** to explain the procedures in respect of legal action if the attendance does not improve.

STAGE FOUR

Appearance before the School Attendance Panel of elected members as a final chance for the parent to improve the situation.

STAGE FIVE

Prosecution of the person with parental responsibility in the Magistrates Court for failing to ensure the child's regular and punctual attendance at school.

Where children have been identified as being missing from education the school will follow the procedures set out by the Local Authority and immediately inform the attendance team. If the child is subject to a Care or Protection Plan Children's Services Social Care Team will be informed.

Safeguarding

In the rare incidents where a child's absence from school triggers child protection concerns than 2 members of staff will do a home visit to ascertain if children are not at risk of significant harm. If concerns still remain then Social Care will be informed immediately through appropriate child protection procedures (see Safeguarding Policy) and staff will decide whether policy involvement is necessary.

Monitoring

This policy will be presented to staff and governors for annual review and will form part of the children's pastoral care procedures, achievement records, inclusion and safeguarding policy.