



LANSDOWN PARK ACADEMY

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Attendance Policy

Approved by: Academy Council

Date: March 2018

Last reviewed on: February 2018

Next review due by: July 2018

Lansdown Park Attendance Policy

Rationale:

Good school attendance is of paramount importance to ensure that pupils are able to access fully the education that we have to offer at Lansdown Park. We are committed to offering the best opportunities for our pupils to enable them to achieve their full potential; however for pupils to be able to take advantage of this commitment they have to attend school every day. We shall do our best to provide a welcoming and caring environment where each member of the school community feels secure, wanted and where the efforts of pupils will be acknowledged. Good attendance requires commitment from all stakeholders; parents/carers, families, teachers, support staff, Academy Council, Children & Young People's Service (CYPS) and other agencies. The school is committed to working in partnership to ensure good attendance.

Aims

1. To improve the overall percentage of attendance of our pupils – 95%.
2. For all pupils of statutory school age have an equal right to access an education.
3. To ensure no pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
4. To encourage parents/carers to ensure attendance at school as required by the law.
5. To provide a set of guidelines which define agreed roles and responsibilities and which promote consistency.
6. To support parents/carers and rewarded at some stage in meeting their attendance obligations and responsibilities. Situations beyond the control of pupils and/or parents/carers may impact on attendance. We will, with the agreement and support of parents/carers, work in partnership with external agencies to resolve these.
7. To develop a systematic approach to gathering and analysing attendance related data.

Annual Action:

- The Headteacher/Deputy Head agrees an annual Attendance Action Plan with the Academy Council to support the academy's Annual Targets and improve attendance issues across the academy.

Guidelines:

- Parents/Carers are expected to contact the school on the first morning of absence this will be by telephone. If no contact is received from the parents/carers of an absent pupils on the first morning of absence the school will contact the parent/carer by telephone/text.
- The Attendance Administrator will put a note in registers to inform classroom staff of absences and make any first day of absence calls to parents/carers where no contact from home has been made (see Appendix 1).
- Once a week the Attendance Administrator meets with Assistant Head to focus on registers/absence of pupils and decide what action should be taken.
- The Attendance Administrator will produce weekly absence print outs for SLT to monitor. The Attendance Officer will also print out weekly class attendance for Tutors, termly and yearly figures.
- A student meets persistent absence criteria if they have 14+ absences in term 1, 28+ in term 2, 40+ in term 3, 52+ in term 4) or has less than 85% attendance and where the school has recorded unauthorized absences. In these instances parents/carers will be invited to a
- Referral for a Penalty Notice (fixed fine) will occur upon discussion with the Headteacher should a pupil have more than 8 unauthorised absences within a 10 week period. Although it is recognized as successful, this may not be considered an effective way of engaging some of the disaffected young people or families in working with the learning centre. Authorisation of penalty notices are made by the Headteacher.
- Attendance information will be kept on the SIMS database and the school network.
- The school has an agreed marking policy in line with DFE guidance.
- It is the responsibility of the tutor/class teacher to complete the marking of the register during each morning registration session (9am to 9.15am for morning registrations) and for the afternoon registration session (1.00 - 1.10 p.m.). Staff will notify Office Staff of any truancy.
- Where attendance is a concern parents/carers will be invited into the school to see whether school can help in any way to reduce the issue. An Attendance Action Plan will be devised.
- Where appropriate, other support services will be contacted concerning a pupil's absence in an attempt to support the family in improving the

pupil's attendance.

- Each week pupils will be awarded appropriate points for full attendance or where it is felt that an improvement in attendance has been made and should be recognized. Each tutor will have displays regarding Attendance.
- Once a term Attendance will be monitored at Leadership meetings and reports will be passed onto the Academy Council.
- For those pupils whose attendance has been poor, attendance targets will be set with an appropriate Individual Attendance Plan (see Appendix 2) that will be monitored regularly.
- Lateness will be recorded and reported to tutors, which will result in detentions and possible loss of privileges.
- Attendance issues will be addressed regularly by teachers in class and at reward assemblies to gain pupil interaction and through newsletters home to gain parents/carers interaction.
- In accordance with legislation 1st September 2013 the school will not authorise holidays in term time except in exceptional circumstances and at the discretion of the Headteacher. Parents/Carers must write to the Headteacher **before** any period of absence in the above circumstances. Failure will result in an immediate issue of a Penalty Notice.

Monitoring and Evaluation:

Monitoring will occur weekly, termly and an Annual Evaluation will occur July 2018.
Attendance Policy to be reviewed annually.

Appendix:

- Appendix 1- Copy of letter sent home.
- Appendix 2 - Individual Attendance Plan.
- Appendix 3 - Penalty Notice Pamphlet, standard letters.

Attendance Procedures

Day One

Text home



Day Two

Phone call home → Attending



Day Three

Phone call home/home visit/letter home – risk of Penalty Notice → Attending



Day Four

**Warning Letter/Attendance Action Plan meeting/
Penalty Notice (8 sessions) → Attending**



Day Five

Issue Penalty Notice/Home Visit → Attending

TAC (External Agencies) → Attending

Multi Agency Focus meeting → Attending

EWO referral → Attending