



CASTLE MANOR ACADEMY ATTENDANCE POLICY



We work hard



We are kind



We are PROUD

Date Approved	March 2022
Signed	JDawkins (Chair of Local Governing Body)
Name	Justine Dawkins
Minuted	March 2022
Date of Next Review	January 2024

1. Principles

- 1.1. Castle Manor Academy is committed to providing the best education we can, enabling our children and young people to become responsible, independent members of society. We recognise this can only be achieved if all our children and young people attend school regularly and punctually.
- 1.2. The whole of the Castle Manor Academy community has a responsibility for promoting excellent attendance: parents, carers, pupils and students, all staff and governors; all have important roles to play.
- 1.3. Children and young people who do not attend school regularly are much more likely to leave school with fewer or no qualifications; and they are more likely to be drawn into crime and anti-social behaviour. Parents/carers are responsible, by law, for ensuring that their children receive suitable full-time education. (National Audit Office. June 2005)

2. Purposes

- 2.1. To ensure that the specific responsibilities of the Academy staff, the pupils and students and their parents and carers are clearly defined and able to be evaluated.
- 2.2. To ensure that a system of actions to be taken to address attendance concerns is in place and robustly adhered to. A summary of these actions for parents/carers, children and young people, and school staff can be found in Appendix 3.

3. Parents' and carers' responsibilities

- 3.1. The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/ carers (those with parental responsibility and those who have care of a child), supported and encouraged by the Academy. The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:-

“If a child of compulsory school age who is a registered student at school fails to attend regularly at school, his parent is guilty of an offence”. (NB Where the Education Act refers to “he”, it also means “she”.)

- 3.2. If a child or young person is prevented from attending school because of sickness or another unavoidable cause, it is the responsibility of the parent or carer to notify the school of the student's absence. Ideally this should be by telephone on the first and each subsequent day of absence, but if this is not possible, information can be sent via text or e-mail. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours. However, if these appointments are unavoidable, parents can speak with the Attendance Team about how to minimise the impact of the appointment. Parents will be expected to produce evidence, such as an appointment card or prescription.
- 3.3. It should be noted that **only** the school can authorise absence, not the parent or carer. Academy staff need not accept a parental explanation for a child's absence. Where no satisfactory explanation is given, the absence will be treated as **unauthorised**. **The Head teacher is responsible for authorising absence. However, they may delegate this to their attendance staff (see Appendix 2).**

- 3.4. Parents and carers do not have the right to take their children out of school for a holiday during term time. All holidays will be regarded as **unauthorised absence** unless there are exceptional circumstances when, at the Headteacher's discretion, the absence may be authorised. Parents must request authorisation, *at least four weeks in advance*, using the academy's Leave of Absence Request Form. If the request is not made four weeks in advance, regardless of circumstances, the absence will be unauthorised.
- 3.5. It is the parent or carer's responsibility to ensure that they have provided us with the contact details of at least two adults who can support in the event of absence from school or an emergency in school hours, for example, if a child needs to go home unwell. Examples of emergency contacts that can be used in these circumstances are mothers and fathers, grandparents, aunts and uncles or family friends.

4. Children and young peoples' responsibilities

- 4.1. All children and young people should be aware of the importance of regular school attendance, particularly through daily work in tutor groups and assemblies about the impact of attendance on their education. If they are having difficulties that might prevent them from attending school regularly, they should speak to their tutor, their achievement leader or the attendance team, who will facilitate support being offered.
- 4.2. Everyone should arrive at school on time, ready to learn. If they are late they must report to reception to ensure that their attendance is recorded. (See Appendix 1 for registration times). Lateness to school has the consequence of a break time detention. Three Lates in a week lead to an after school detention on a Friday. Continued patterns of lateness will lead to an attendance contract.
- 4.3. Everyone must ensure that they arrive on time to all lessons, dressed and equipped correctly. If a student is late to lessons, they will receive a Consequence 1, in line with our Behaviour policy.
- 4.4. Following periods of absence, students should engage in return to school meetings with a member of staff, usually their tutor, to discuss the reason for their absence and any support they require to reduce absence in the future.

5. School's responsibilities

- 5.1. Day to day monitoring of the Castle Manor Academy Attendance Policy will be carried out by the Attendance Manager/Officer. A member of the leadership team has responsibility for ensuring that the Attendance Policy is enforced (see Appendix 2). However, all staff at the Academy will provide an ethos that places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- 5.2. All staff are responsible for ensuring that children and young people have good attendance.

- 5.2.1. All staff will ensure that attendance registers are kept accurately.
- 5.2.2. All staff will differentiate appropriately between authorised and unauthorised absence (a message from a parent does not in itself authorise an absence - only the school can decide whether the parent's explanation justifies authorising the absence).
- 5.2.3. Attendance staff will contact the parents and carers on the first day of the absence to ascertain the reason for the child's absence.
- 5.2.4. All staff will respond to absenteeism firmly, consistently and with care.
- 5.2.5. All staff, in liaison with attendance staff, will contact parents and carers when they are concerned about a pupil or student's absence, and record the contact.
- 5.2.6. Attendance staff will consult the Education Attendance Service if a pupil or student's attendance continues to give cause for concern.
- 5.2.7. All staff will promote regular school attendance.
- 5.2.8. All staff will acknowledge good or improved attendance of individual pupils and students, tutor groups and classes. Attendance certificates will be awarded for 100% attendance. The highest attending tutor groups are rewarded weekly and half termly.
- 5.2.9. All staff will complete subject / class registers as appropriate. In order to deal with truancy, attendance staff will follow up any absences from lessons after morning and afternoon registration.
- 5.2.10. Staff at Castle Manor Academy will liaise with other schools in the Unity Schools Partnership and other schools in the town regarding attendance concerns within a family, to ensure that trends are being identified, families are being supported across the Key Stages and possible safeguarding issues are being addressed.
- 5.2.11. A termly report will be compiled for the governing body on attendance data and issues.

6. Action on Attendance Concerns

- 6.1. The Academy will consider any pupil or student whose attendance is below the academy's target as having attendance concerns. The chart below shows how these concerns will be dealt with:

Attendance below 96% target.	First letter sent home.
Attendance below 93%.	Second letter sent home. Achievement leader meeting. Internal attendance contract.
Attendance below 91%.	Third letter sent home. Referral to education welfare service.

- 6.2. Attendance staff will liaise with other members of staff, parents and carers, the Education Welfare Officer and the pupil or student to address concerns.
- 6.3. Working with a designated member of the leadership team, the Attendance Manager/Officer will identify such children and young people and an action plan will be devised to support an improvement in attendance. This could include a variety of strategies such as a phased return to school or personalisation of a pupil or students' timetable. The Attendance Manager/Officer will inform parents in writing of the school's concerns and the Education Welfare Officer will be informed.
- 6.4. Persistent absentees will be referred to the Education Welfare Officer who will put in place a Fast Track Attendance Management Procedure.
- 6.5. Data on individuals whose attendance does not improve following the Fast Track Procedure will be passed to the Education Attendance Service with a recommendation from the academy for prosecution.

7. Fixed Penalty Notices

- 7.1. We may ask the Local Authority to issue a fixed penalty notice fine after six sessions/three days of unauthorised absence in a single academic year. If a child is late for school and arrives after the register has been closed, this will be counted as one session of unauthorised absence.
- 7.2. Holidays during term time, which have not been authorised by the Head of School, are unauthorised absences.
- 7.3. Fixed penalty notice fines may also be issued where a pupil or student is stopped with their parent or carer during a truancy sweep and the absence is not authorised by their school.
- 7.4. Fixed penalty notice fines are per child and can be per parent or carer. Even if your child does not live with you, if you have parental responsibility and live within a reasonable distance you are expected to ensure they attend school as you could also be issued with a fixed penalty notice fine.
- 7.5. If a Fixed Penalty Notice Fine has already been issued to parents and a child has further unauthorised absences within the academic year (for example, a second term time holiday), the school will refer matters to the Local Authority, with a recommendation from the Academy for prosecution.

8. Absence with no contact

- 8.1. Where a child is absent with no contact, and we have concerns for their welfare, we will make a home visit on the same day
- 8.2. During prolonged periods of absence, we will make announced or unannounced home visits at least weekly, and potentially more frequently, especially in cases where we have not seen the child. On these visits we will ask to see the child and check on their welfare. **Where we do** not see a child face to face at least weekly we will consider making a referral to the multiagency safeguarding hub or to the police for a welfare call

9. Reviewing the policy

Castle Manor Academy will review this policy biannually with its allocated Education Welfare Officer.

Policy date: March 2022 Review date: January 2024

Appendix 1: Registration times

Morning registration: 8.45am

Afternoon registration: 1.30pm

Appendix 2:

Castle Manor Academy

Lisa Freds: Attendance Manager

Karen Dobell: Attendance Officer

Tom Hughes: Assistant Headteacher

Vanessa Whitcombe: Headteacher

Responsibilities for Managing attendance

	TAKING RESPONSIBILITY	PROMOTING GOOD ATTENDANCE	TAKING STEPS TO IMPROVE	ENGAGING IN INTERVENTION
STUDENT	<p>Attends school on time every day</p> <p>Arrives on time for lessons</p> <p>Reports to reception if they are late for school</p> <p>Catches up on missed work</p>	<p>Records weekly in their ManorFile their attendance percentage and lates</p> <p>Attends assemblies about attendance</p> <p>Looks at the information on displays about attendance</p>	<p>Speaks to a member of staff if they are having difficulties that might affect attendance at school</p>	<p>Attends meetings as required to discuss attendance</p> <p>Commits to agreed actions to improve school attendance</p>
PARENT/CARER	<p>Ensures their child attends school every day and on time</p> <p>Contacts the school on the first day of unavoidable absence</p> <p>Does not take term time holidays</p> <p>Avoids making medical/dental appointments in school hours</p> <p>Contacts the school when in receipt of any letters about school attendance</p>	<p>Checks their child's ManorFile each week, including looking at the attendance percentage and number of lates</p> <p>Considers the information given in school reports, letters and the school website</p> <p>Receives emails and texts which thank them for 100% attendance</p>	<p>Contacts the school if any difficulties are arising that might affect school attendance</p>	<p>Attends meetings as required to discuss attendance</p> <p>Commits to agreed actions to improve school attendance</p>
TUTOR	<p>Promotes regular school attendance in tutor time</p> <p>Records student absence each morning using the correct code, promptly and accurately and accurately records minutes late</p>	<p>Holds a weekly tutor group session where students consider their attendance percentage and number of lates</p> <p>Participates in weekly and termly attendance competitions</p> <p>Discusses attendance with parents and students on Academic Tutoring Days</p> <p>Records contact with parents and carers about absence using the usual academy procedures</p> <p>Awards a PROUD point for students who have 100% attendance in a week</p>	<p>Investigates and informs about absence without reason on the previous day</p>	
LEARNING MENTOR	<p>Promotes regular school attendance</p>	<p>Supports attendance sessions in tutor time</p>	<p>Works with individual students who are having difficulties that might affect their school attendance</p>	<p>May be best placed to monitor difficult to reach students on an attendance plan</p> <p>Attends attendance meetings in a supportive capacity</p>

ACHIEVEMENT LEADER	<p>Promotes regular school attendance</p>	<p>Provides support to tutors on attendance issues</p> <p>Supports and promotes participation in attendance competitions and attendance displays</p> <p>Ensures tutors hold weekly attendance sessions with their tutees</p>	<p>Works with individual students who are having difficulties that might affect their school attendance</p> <p>Makes contact with parents, on the request of the attendance manager, where attendance is starting to be a concern</p>	<p>Monitors and supports students on an attendance plan, in conjunction with the attendance manager</p> <p>Considers requests for phased returns, part time timetables and other supportive measures for reintegration such as catch up classes</p>
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ASSISTANT HEADTEACHER	<p>Promotes regular school attendance</p> <p>Analyses all aspects of attendance data and provides feedback and direction to other staff</p>	<p>Takes responsibility for promoting good attendance throughout the school to all staff, students and parents</p> <p>Provides weekly attendance data and actions to leadership team in laser attendance meeting</p>	<p>Makes contact with parents, on the request of the attendance manager, where attendance is a concern</p>	<p>Monitors and supports students on an attendance plan where concerns continue to grow following an Achievement Leader or Attendance Manager attendance plan</p>
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HEADTEACHER	<p>Takes overall responsibility for school attendance</p> <p>Reports to governors regarding attendance</p> <p>Line manages Assistant Headteacher</p>		<p>Makes contact with parents, on the request of the attendance manager, where attendance is a concern</p>	<p>Monitors and supports students on an attendance plan in the hardest to reach cases</p> <p>Signs authorisation to fine and prosecute for attendance</p>
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ATTENDANCE TEAM	<p>Checks on reasons given for absence</p> <p>Liaises with parents/ carers regarding non-attendance</p> <p>Provides staff, students and parents with information about individual and collective attendance</p>	<p>Manages rewards system, attendance certificates and badges</p> <p>Takes house assemblies on attendance throughout the academic year</p> <p>Plans and promotes house competitions for attendance</p>	<p>Provides weekly information to staff regarding students whose attendance has become a concern</p> <p>Sends letters and makes calls to parents where attendance is becoming a concern</p>	<p>Works with line manager to identify students for attendance plans with attendance manager, achievement leader or assistant headteacher</p> <p>Monitors and supports students on an attendance plan, including devising action plans which could include CAF, school nurse, phased returns, part time timetables and other reintegration strategies</p> <p>Carries out home visits where necessary</p> <p>Refers students to EWO</p> <p>Sends fixed penalty warning notices after three or more unauthorised sessions</p> <p>Considers asking the local authority to issue a fixed penalty notice fine after 6 sessions of unauthorised absence</p> <p>Considers fast track and prosecution with EWO</p>
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