



Attendance Policy

The Axholme Academy

November 2018

Review Date: November 2021

Legal Framework

Under the Education Act 1999, parents are responsible for ensuring that children of compulsory school age receive full-time education and have a legal responsibility to ensure their child has regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly, the parent is guilty of an offence under this Act.

The DfE advice on *School Attendance 2016* and *School Attendance Parental Responsibility Measures January 2015 (updated January 2017)* has been consulted before reviewing this policy. The Axholme Academy believes that good attendance is vital for all students if they are to gain the most from the education we provide. There are clear documented links between regular attendance and attainment. The Academy Attendance Officer will regularly check the attendance of pupils and follow up absence by contacting parents/carers. We ask that parents/carers assist us in raising attendance levels by –

1. Ensuring regular attendance of their child,
2. Informing the Academy when their child is absent,
3. Providing a valid reason for any absence,
4. Engaging with the Academy and attending any meetings about their child's attendance, where necessary.

Our Policy

At The Axholme Academy we firmly believe that regular school attendance and punctuality are fundamental to enable our students to take full advantage of the educational opportunities available to them and maximise their achievements. Every child has the right to be educated and the Academy, in partnership with parents/carers, has a duty to ensure maximum levels of attendance. In line with the DfE, in order for attendance to be deemed 'good', it must be 96% or above.

Excellent Attendance	Very Good Attendance	Good Attendance
100%	98%	96%

In order to achieve excellent levels of attendance we strive to provide a safe, secure and welcoming environment where our students feel valued. In addition, we endeavour to create a broad and personalised curriculum with high quality teaching and a wide range of extra-curricular activities in a pleasant, calm and stimulating environment.

FACTS + FIGURES	
Students should always aim for 100% attendance	90% attendance means a student is missing ½ a day of education every single week
A student with 80% attendance all the way through secondary school would miss the equivalent of a whole year of education	Students who fall below 90% attendance are known as 'persistent absentees'

Our Principles

All staff actively encourage excellent attendance and punctuality. Students need to feel valued so that they want to come to the Academy and understand that attendance and punctuality are highly valued by the Academy and potential employers alike.

All staff that work within the Academy are expected to promote the importance of attendance and punctuality by being good role models to the students.

The Academy must provide opportunities for the students to be happy and successful in their work so that they are motivated to attend. However, we must also have strategies and support systems in place to deal with problems and failure; students need to be aware that adults will support them through any difficulties. Form Tutors, Head of KS3, Head of KS4 and Pastoral Care, the Student Support & Inclusion team, the Attendance Officer, the SLT, the ELT, the EIS and other agencies have vital roles to play in this – clear and consistent referral procedures are in place to identify and address attendance issues. Another strategy to identify potential attendance issues is the Peer Mentoring Programme, where our older students are linked to younger ones to discuss issues that may affect a student's willingness to attend the Academy.

Our Student Voice provides a platform for students to express their views and opinions on many topics, including factors that affect attendance and punctuality. These views are valued and taken seriously.

Our Procedure

All students are expected to arrive at the Academy on time and be ready to start Lesson 1 at 8.30am prompt as lateness disrupts lessons and learning. Any late marks are recorded on a student's registration certificate and will remain part of their permanent record.

A detention system is in operation for any student who signs in late without a valid reason verified by their parent or carer. This is recorded by the front office team and a late slip is

issued which instructs students to report for a break time detention that day. If a student fails to turn up or arrive on time then they are issued with a Friday after school detention.

If your child cannot attend school, you must contact the Academy every morning before 9.30am so that attendance records can be kept up to date. If a reason for absence is not provided and cannot be obtained, the absence will be recorded as unauthorised on a student's registration certificate.

If your child is absent for 5 days or more due to an ongoing illness, medical evidence will need to be provided in order to support the period of absence. This needs to be handed in at the front office at the earliest opportunity.

Any student who has a reason to leave the school site, for example, to attend a medical appointment must report to the Front Office to be signed out. All medical appointments must be confirmed in advance with an appointment card or letter.

If a teacher decides that a student has arrived late to their lesson without a genuine reason noted in their planner, the number of minutes late is recorded. When a student accumulates 15 minutes of lateness (and multiples of 15 minutes thereafter) they will be given a 30 minute after school detention and put on a punctuality report to their form tutor. The punctuality report will continue until a full week of 100% punctuality has been recorded.

Parents and carers are kept up to date on their child's attendance via the SIMS Parent app. Parents and carers also receive weekly emails containing any lateness to lessons logged during the previous week.

Our Commitment

Attendance and punctuality are regularly reviewed by SLT, Head of Pastoral Care and the Attendance Officer. If there is cause for concern and/or a pattern of absence is identified, a course of action will be taken by the Academy, as below, in order to improve a student's attendance. We will also continue to celebrate good attendance through display boards, articles in the AX News, assemblies and issuing reward certificates for the best and most improved attendance each term.

Challenging Persistent Absence

When attendance monitoring flags that a student's attendance has dropped below 90% over a sustained period of time, they are flagged as being persistently absent (PA). This will result in:

1. Student meets form tutor to complete an Attendance Contract. Letter 1, Attendance Certificate, Attendance Intervention Tracker (appendix 1) and Attendance Contract are sent home.
2. Further unauthorised absence triggers Letter 2 including an invitation to an attendance review meeting with our Attendance Officer. Updated Attendance Intervention Tracker and Attendance Certificate are also sent home. Attendance

Support Plan (appendix 2) is created during the meeting to document support strategies agreed to address any issues raised.

3. Continued unauthorised absence or failure to engage will trigger Letter 3 and an invitation to complete a Parenting Contract (appendix 3). Updated Attendance Intervention Tracker and Attendance Certificate are also sent home.
4. Further significant unauthorised absence or failure to engage will trigger Letter 4 and a referral to North Lincolnshire Education Inclusion Service including evidence documented within the Attendance Intervention Tracker.

Throughout this process, we encourage parents and carers to engage with us in order to identify and remove barriers to good attendance. If original meeting times or venues are inconvenient, we welcome parents and carers to provide convenient times and venues to hold attendance review meetings. If a student's persistent absence continues and parents/carers fail to engage with this process we must escalate the intervention level in order to reach a solution.

Leave of Absence in Term Time

In September 2013 there was an amendment to the Education Regulations 2006 which prohibited the Headteacher of a school granting leave of absence for a pupil except where an application is made in advance and the Headteacher considers there are exceptional circumstances relating to the request.

If the Principal authorises a leave of absence request, it will be his decision to determine the length of time that the child can be away from school. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday

Any requests must be made at least two weeks prior to the proposed leave of absence using the Academy Application Form. Additional evidence in support of the exceptional circumstances, together with details of why the leave cannot be taken during school holidays must be included with the application.

Leave of Absence Application Forms can be obtained by contacting the school office and asking for the Attendance Officer or by emailing layres@theaxholmeacademy.com

DfE	Department for Education
KS3/4	Key Stage
SLT	Senior Leadership Team
ELT	Extended Leadership Team
EIS	Education Inclusion Service
PA	Persistent Absentee

Appendix 1



Attendance Intervention Tracker

Student:		Year:
Trigger	Intervention	Date
Attendance <90%	Letter 1	
	Student attendance contract	
	Praise text message	
2 sessions missed without medical evidence within 12 months of letter 1	Letter 2	
	Meeting date	
	Meeting rescheduled	
	Meeting attended	
	Praise text message	
Failed to attend attendance review meeting	Letter 3a	
	Parenting contract issued	
	Parenting contract returned	
2 sessions missed without medical evidence within 12 months of letter 2	Letter 3b	
	Parenting contract issued	
	Parenting contract returned	
Failed to return parenting contract	Letter 3c	
	Home visit to deliver parenting contract (inc. photo evidence)	
	Parenting contract returned	
10+ unauthorised sessions in last 12 weeks (since letter 1)	Letter 4 & referral to North Lincs Education Inclusion Services	
Notes		

Appendix 2



Attendance Support Plan

Name of student: _____ Year Group: _____

Name of parent/carer(s) present: _____

Name of academy representative: _____ Role: _____

Meeting date: _____ Time: _____ Venue: _____

EHA recommended/requested for multi agency support: Y/N Attendance certificate attached: Y/N

Academy concern:

Parent voice regarding concern:

Student voice regarding concern:

Barriers to good attendance

Barrier		By whom?	By when?

Parent / carer signature: _____ Date: _____

Academy representative signature: _____ Date: _____

Appendix 3



Attendance Parenting Contract

Section 19 of the Anti-Social Behaviour Act 2003 provides for schools to offer a parenting contract to help improve a student's attendance. Parenting contracts are not a punishment, they are a voluntary agreement designed to help you help your child get the most out of school.

If you decide not to enter into a contract, you will need to try to find ways of improving your child's attendance. If there is no further improvement the school will have to consider what further action should be taken. This could include prosecuting you for your child's irregular attendance.

Name of student: _____ Year Group: _____

Name of parent/carer(s): _____

Name of academy representative: _____ Role: _____

Meeting/visit date: _____ Time: _____ Venue: _____

EHA recommended/requested for multi agency support: Y/N Attendance certificate attached: Y/N

	Targets	By whom?	When?	Agreed?
1	Arrive to school on time	Student	Daily	
2	Arrive to lessons & registration on time	Student	Daily	
3	Follow first day contact procedure - inform school on first day with reasons for absence and expected return	Parent / carer	As required	
4	Provide medical confirmation of illness from doctor or school nurse through appointment card or letter	Parent / carer	As required	
5	Attend appointments with school and other agencies in order to address issues	Student & parent / carer	As required	
6	If original meeting times, dates or venues are inconvenient rearrange with school by date given	Parent / carer	As required	
7	Follow specific advice stated below:	Student Parent / carer	As appropriate	
8	Maintain up to date contact details using SIMS Parent App or via the academy reception	Parent / carer	As required	
9	Access academy parent / carer email account	Parent / carer	Daily	
10	Install SIMS Parent App for home-school communication	Parent / carer	As required	
11	Comply with the academy absence policy including requesting leave of absence from school appropriately	Parent / carer	As required	

I have been advised that due to the number of unauthorised absences the legal processes have been initiated beginning with an Attendance Review Meeting. If my child is absent for 2 sessions without medical evidence within 12 months of receiving Attendance Letter 2 my case will be escalated and progress against the above targets may be used as evidence in the prosecution process.

Parent / carer signature: _____ Date: _____

Academy representative signature: _____ Date: _____