



Attendance Policy

Ratified by Governors/Principal:	Trustees
Current ratification date:	Autumn 2019
Review frequency:	One Year
Next review date:	Autumn 2020
Responsibility of:	Clare Parker

MISSION STATEMENT

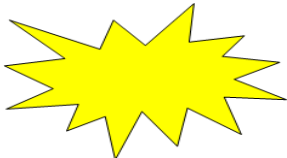


At Thornaby we will strive to provide a welcoming, caring environment where each member of the Academy community feels secure and has a real sense of belonging. For each student to achieve their true potential, a high level of attendance and punctuality is essential. We will work consistently to ensure that all students achieve maximum attendance and work in partnership with students, families and external agencies to ensure that each student attends regularly and punctually.



REGULAR ATTENDANCE

The Department for Education leads schools in implementing attendance policies and procedures. In accordance with these policies, parents have a legal responsibility to ensure that their child attends school regularly.

The Department for Education provides guidelines on attendance figures for schools to use in order to identify the difference between regular and unacceptable levels of attendance. At Thornaby Academy, we have a 96% attendance target. Any student whose attendance falls below that target will be considered a cause for concern. Attendance procedures will be put in place for all students with an attendance record below 96% (over a four to six week period) to ensure that a significant improvement in attendance levels is secured.

CATEGORISING ATTENDANCE

Colour Coding	Attendance Percentages	Actions
Gold 	100%	Entry into weekly lottery Reward points awarded Attendance flyers issued Entered onto the roll of honour Parents informed Half termly rewards Termly VIP invitations
Green 	96 – 99%	Reward points awarded PRIDE card given Parents informed Praise letters
Blue 	93 - 96%	Tutor and HoH support with issues affecting attendance. Close monitoring of attendance. Individual incentives where appropriate

<p>Orange</p> 	<p>90 – 93%</p>	<p>HoH and Attendance Team support with issues affecting attendance Individual incentives where appropriate Close monitoring of attendance Parents notified of concern Early intervention meetings where appropriate Referrals to other agencies if required</p>
<p>Red</p> 	<p>Below 90%</p>	<p>Attendance Team Close monitoring of attendance Parents notified of severe concern Individual incentives where appropriate Referrals to other agencies if required Pre ACC's instigated and progressed to ACC's where necessary. Insufficient progress towards attendance targets will trigger a Court Warning letter and potentially criminal prosecution.</p>

In order to promote good attendance and ensure that students, parents and staff are aware of current procedures the table above is placed in every form room in the Academy as well as around the Academy building. Parents/carers will receive an Academic Progress report three times a year informing them of their child's year to date attendance. Parents will also receive praise letters if their child is above Academy target on a half termly basis.

REGISTRATION

We have two registration periods at Thornaby. Morning registration takes place in lesson 1. A student arriving after 8.40am is classed as being late. Teachers will enter a late mark at this time and the amount of minutes late, this data will be displayed on the student's Academic Progress report three times a year. If a student arrives after 10am this mark will be unauthorised.

Afternoon registration takes place in lesson 4. Any student arriving after 12.55pm is classed as being late. Teachers will enter a late mark at this time and the amount of minutes late. Registers are marked in accordance with national codes.

ABSENCES

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for reasons such as holidays, the illness of a family member, shopping, day trips, hairdresser appointments and birthdays).

Please note that it is the Academy's discretion as to whether an absence is authorised or unauthorised. It is our policy to request medical evidence for any absences owing to illness or medical appointments.

COMMUNICATION WITH PARENTS

Parents are advised to contact the Attendance Team in the Academy on the first day of any absence and subsequent days if the period of absence is unknown.

On the first day of absence, the Attendance Team will telephone parents in the first instance to gain a reason for their child's absence. If no contact is made with the primary contacts then secondary contacts will be tried. This is the process for each day of absence. If no contact is made between the Academy and home the Academy's Attendance Team will make a home visit.

VULNERABLE STUDENTS

If a student has been identified as being vulnerable then a home visit will be conducted on the first day of absence if no contact with home has been established. On the first day of absence the Attendance Team must notify the Head of House and Assistant Principal. It is the responsibility of the safeguarding team to ensure the vulnerable list is up to date.

STUDENTS MISSING FROM EDUCATION

When a student leaves the Academy during the course of the school day the attendance team will make every effort to locate the child. If it is not possible to locate the student, then the student will be considered to be a Child Missing from Education (CME) and the Safeguarding team will be notified.

Any student, for whom no contact has been made between home and the Academy, for ten consecutive school days, will also be considered CME this will result in the Local authority (LA) being informed.

TERM TIME HOLIDAYS AND PENALTY NOTICES

The Academy strongly urges parents to avoid booking family holidays during term time as this can have a detrimental effect on a student's progress and attainment. There is no automatic entitlement in law to time off school to go on holiday during term time.

Any period of leave taken without the agreement of the Academy may attract sanctions such as a Fixed Penalty Notice. Failure to comply with this Fixed Penalty Notice may result in prosecution.

All applications for planned absence, during term time, must be given in writing to the Principal. The Principal may not grant any leave of absence during term time unless there are exceptional circumstances. The Principal's decision will be given in writing.

ANALYSING AND DISTRIBUTION OF ATTENDANCE DATA

Stakeholders both within the Academy and outside of it require accurate and up to date attendance data and analysis.

- Parents and students will receive a % attendance update as part of the half termly Academic Progress data. Each tutor will receive an updated copy via tutor monitoring of their class' attendance on a weekly basis which will be shared with students.
- SLT, Tutors and Heads of House will receive an updated spreadsheet every two week detailing improvements/declines in those individuals achieving less than 90% attendance.
- The Attendance Team will analyse and distribute attendance data on a weekly, half termly, termly and yearly basis to the Governors, Principal, Senior Team and relevant parties. The analysis will be by: year, gender, vulnerable groups, categories of attendance and PA students. Trends over a number of years, terms and half terms should be made available and used to inform practice.

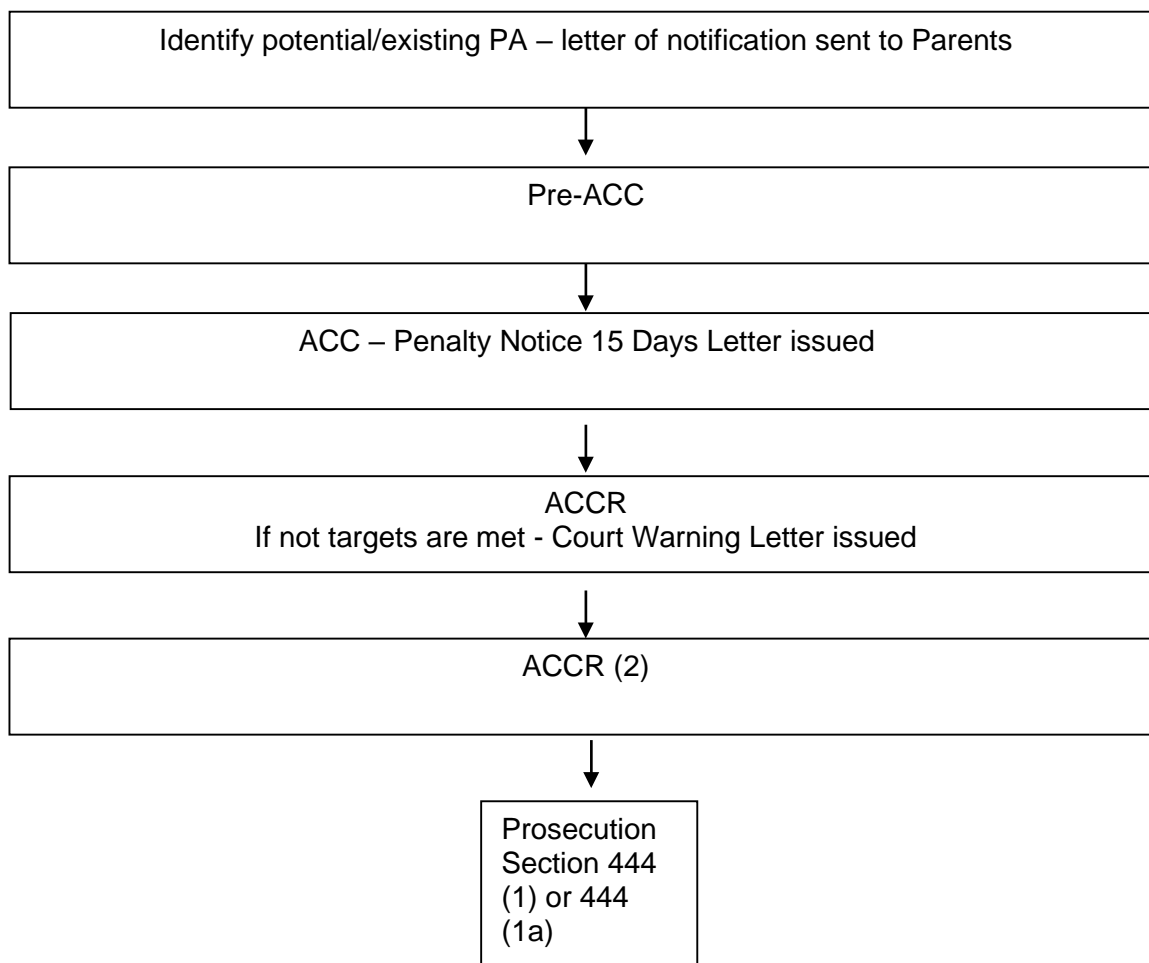
PERSISTENT ABSENCE

Persistent absence (PA) is defined as a student who has attendance levels of below 90% over a school year. Absence at this level is causing considerable damage to any child's educational prospects and we need the full support and cooperation of parents to tackle this effectively. There are various milestones identified for each half term to ascertain which students are at risk of becoming persistently absent. If a student has been identified as being 'at risk' of PA (Under 92%), an early intervention strategy will be put in place. If a student is classified as a PA student a stringent action plan will be drawn up for that student. The action plan outlines the student's targeted attendance for each half term, as well as actions taken and future actions to be taken. The Academy's Attendance Team will work with the students and the parents/carers to ensure that the student's PA status is removed, preferably by the next review date. The action plan will still be updated for the remainder of the year.

Students returning to the Academy following a significant period of absence will be offered a reintegration package.

PROSECUTION ROUTES

Attendance Prosecution Process



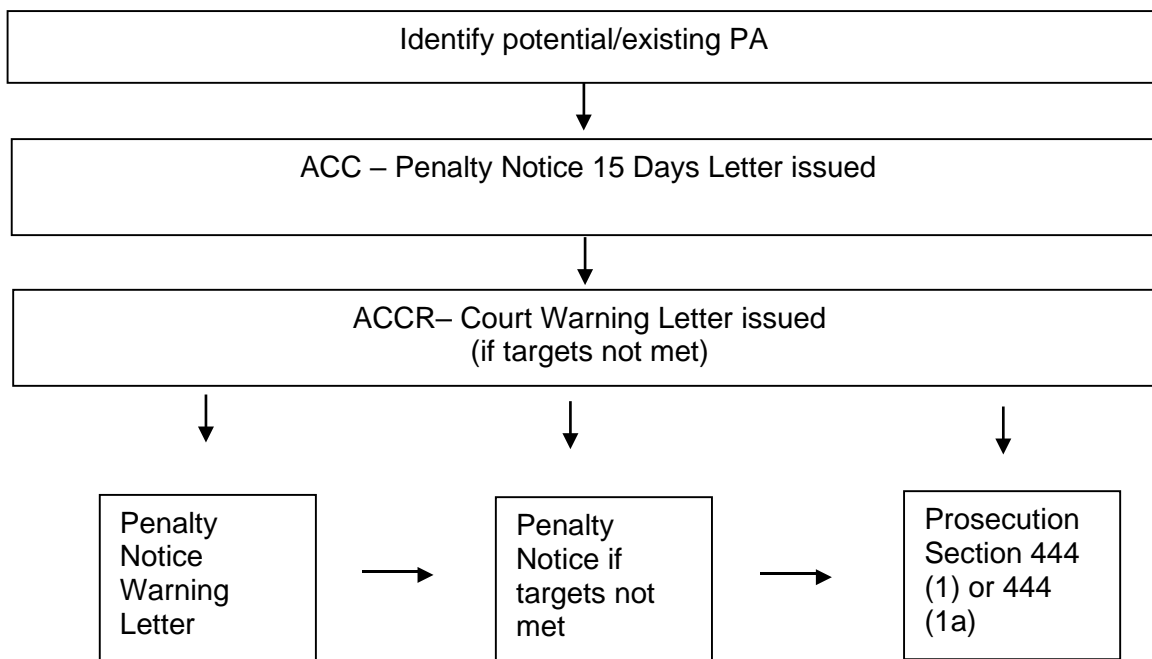
Key to codes:

PA	Persistent Absence (attendance of less than 85%)
ACC	Attendance Case Conference (the first stage of formal attendance procedures)
ACCR	Attendance Case Conference Review
Penalty Notice Warning Letter	A 15 day target period is identified in the letter. Any absences during the 15 days will result in an automatic Penalty Notice being issued.
Penalty Notice	Fine is £120, however the fine is reduced to £60 if paid within 21 days. Fine is per parent, per child.

N.B. If there is no payment within 28 days, the Local Authority will pursue prosecution for the offence of either 444(1) or 444(1a), the offence is no longer the non-payment of the fine.

PROSECUTION ROUTES

Attendance Prosecution Process: Fast Track



Key to codes:

PA	Persistent Absence (attendance of less than 90%)
ACC	Attendance Case Conference (the first stage of formal attendance procedures)
ACCR	Attendance Case Conference Review
Penalty Notice Warning Letter	A 15 day target period is identified in the letter. Any absences during the 15 days will result in an automatic Penalty Notice being issued.
Penalty Notice	Fine is £120, however the fine is reduced to £60 if paid within 21 days. Fine is per parent, per child. N.B. If there is no payment within 28 days, the Local Authority will pursue prosecution for the offence of either 444(1) or 444(1a), the offence is no longer the non-payment of the fine.
Section 444(1)	If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.
Section 444(1a)	If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so; he is guilty of an offence.

Fast-Track prosecution route is instigated for those who have already been identified as a concern using attendance data from previous years

HOME/ACADEMY EXPECTATIONS

We expect the following from parents/carers:

- To ensure that their children attend the Academy regularly and punctually
- To inform the Academy of the legitimate reason for the absence on the first day of the absence. Parents/carers can telephone the Academy's Attendance Team
- To attend meetings when invited to do so
- To avoid taking holidays in term time
- To inform the Academy of situations that may affect attendance, e.g. medical issues, students from travelling families.

What parents/carers and students can expect from the Academy:

- To have clear policies and procedures in place for accurate recording, supporting and improving student attendance at the Academy
- A framework that defines agreed roles and responsibilities and promotes consistency across the Academy in carrying out designated tasks
- Early contact (phone call/text message) with parents/carers (and secondary contacts if needed) when a student fails to attend the Academy without providing good reason, or when post registration truancy is suspected
- A range of strategies to support attendance and improve individual student attendance;
- That good attendance is recognised and rewarded.

Staff Roles and Responsibilities

Attendance Team:

- Process Fixed Penalty Notices and Fast Track Prosecutions;
- Identify students at risk of PA through intensive monitoring and tracking;
- Meet with parents/carers of students who are PA or at risk of PA;
- Visit homes of students who have been absent without contact from home;
- Work with students who are PA or at risk of PA;
- Telephone or send a text message to all parents/carers of absent students on first day of absence when the Academy has not been notified of the reason for absence;
- Recognise and reward good and improved attendance via a range of initiatives for example; PRIDE cards/reward points, weekly attendance lottery, half termly rewards, themed incentives, yearly VIP breakfast brunch.

Form Tutor:

- Monitor attendance and punctuality of their form group
- Ensure that attendance strategy colour coded sheet is displayed on Form Room Notice Board
- Draw attention to the attendance procedure sheet and current student attendance sheet on a weekly basis
- Monitor absence closely using attendance monitoring sheet and alert attendance team immediately if tutees' absences trigger PA categorisation
- Regular contact with parents regarding attendance issues or concerns
- Regular contact with parents to recognise and reward good and improved attendance
- Identify patterns of non-attendance and punctuality issues within form groups and liaise with Head of House and Attendance Team.

Head of House:

- Monitor attendance and punctuality of students in their Houses
- Monitor PA students in their year House on a daily basis
- Contact parents of PA students daily if student(s) are recorded as absent
- Liaise with Attendance Team on a daily basis
- Liaise with Attendance Team in relation to visits to PA students or students where attendance issues are developing or have developed
- Attend Case Conferences for students with attendance issues in their House
- Work with the Attendance Team to develop initiatives to improve attendance and punctuality within their Houses
- Identify and tackle internal truancy
- Monitor the use of attendance procedures by tutors within their respective Houses
- Support the Attendance Team in recognising and rewarding good and improved attendance.

Directors of Learning:

- Monitor the taking of class registers within the faculty and follow the Academy protocol if staff are persistently neglecting to complete them
- Alert the senior member of staff responsible for behaviour and safety if a member of staff routinely neglects to take their registers
- Monitor attendance and punctuality to lessons
- Discuss with Heads of House attendance issues within the faculty and work together to overcome these
- Ensure that any member of staff from the faculty that is taking students out of the Academy gives the list of students to the Attendance Team at least a week before the planned visit
- Inform 'On Call', Form Tutors and Heads of House of internal truancy
- Recognise and reward good and improved attendance.

Teaching staff

- Take an accurate register for each lesson and update where necessary (e.g. students arriving late, students elsewhere)
- Inform 'On Call' of internal truancy, where a student has been present in a previous lesson
- Ensure that if students are being taken out of the Academy that a register of those students is given to the Attendance Team at least a week before the planned visit.

REWARDING GOOD ATTENDANCE

Thornaby Academy realises the importance of celebrating the good attendance of our students. Alongside some individually bespoke rewards we also have some standard initiatives:

- Weekly attendance lotteries for those students achieving 100% attendance over the course of the previous week.
- Issuing of PRIDE cards
- Positive phone calls home
- Positive letters home
- VIP invitations
- 'Weekly attendance reward' for the tutor group that achieves the best attendance over the course of the previous week.
- Issuing of 'improved attendance' certificates
- One to one commendation meetings with the Principal

- Half termly rewards for those students achieving 100% attendance over the course of the half term
- VIP breakfast brunch for those students achieving 100% over the course of an Academic year
- Themed incentives on the lead up to the Christmas, Easter and summer break with daily prize draws with those achieving 100% attendance.

ADDITIONAL INFORMATION

Attendance Team:

Mrs C Parker – Attendance Lead (email: c.parker@thornbyacademy.org.uk)

Useful websites:

Department for Education:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Stockton Information Directory (Families)

<https://www.stockton.gov.uk/children-and-young-people/stockton-information-directory-families/>

Review Procedures:

This policy will be reviewed annually.