



**Longfield**Academy

## **Attendance & Punctuality Policy**

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# Attendance & Punctuality Policy

This policy should be considered in conjunction with the following associated policies and procedures:

- Behaviour Policy
- Safeguarding Policy
- Attendance Policy (Leigh Academies Trust)

## Introduction

The purpose of this document is to develop a shared understanding of the respective roles and responsibilities of pupils, parents, school staff, the Attendance Welfare Officer (EWO) and Governors in relation to improving and maintaining good school attendance at Longfield Academy. In order for any attendance and punctuality policy to be effective it must be consistently applied throughout the whole academy, by all staff.

## Attendance expectations at Longfield Academy

School attendance is mandatory from the beginning of the academic year. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to secure that their child attends regularly at the Academy
- Academies' responsibilities to record attendance and follow up absence referring cases to Attendance Welfare Officer
- The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

## **Roles & responsibilities**

### **Roles and responsibilities of academy staff**

It is the role of the Attendance officer to carry out most administrative procedures regarding attendance within the Academy. This includes the operation of Bromcom attendance, recording absences and first day contact home, monitoring attendance figures and patterns, and liaising with the Student Support managers on all relevant issues.

It is the responsibility of the Principal of the Academy to decide whether requests for any leave should be authorised during term time having been given information on the pupil's level of attendance by the Attendance Officer. The Principal should make the final decision on authorisation of any particularly contentious absences during the course of a day.

The Vice Principal responsible for Attendance (LAN) and Behaviour (LAN) should oversee all aspects of attendance and punctuality within the Academy. This includes liaising with external agencies such as the Attendance Welfare Officer and the Academy's Family liaison officer and attendance officer and Student Support Managers in setting attendance related targets, leading on or initiating attendance meetings with pupils and parents, staff INSET, and managing the attendance team.

The Student Support Managers and Safeguarding Officer/Deputy Safeguarding Officers should work closely with the Attendance Welfare Office and the Family Liaison Officer to be the link between home, school, external agencies and most importantly the pupils themselves. This could involve undertaking home visits with the Attendance Welfare Officer and the Family Liaison Officer meeting the pupil during or outside of school time, working with families and supporting the pupil in any attendance issues with a view to improving his/her overall level of attendance.

### **Roles and responsibilities of the Attendance Welfare Officer (AWO)**

The Attendance Welfare Officer will be expected to make appointments for weekly meetings with the Student Support Managers, Attendance Officer, and the family liaison officer, at the Academy. The purpose of these meetings will be to review the Academy's attendance data, progress towards targets, and to identify any areas of difficulty. In so doing the Attendance Welfare Officer will be expected to help the Academy to self-evaluate and identify any actions that can be taken to improve performance. The Attendance Welfare Officer should meet with the Vice Principal responsible for attendance on a fortnightly basis and bring to the fortnightly meeting Academy-based data, benchmarking information, and a list of all pupils whose attendance is below key thresholds for discussion.

### **Responsibilities of Parents & Pupils**

It is expected that parents/carers will support the Academy in every way possible to ensure that their child's attendance is above the government's and our own Academy target which is 95%.

Annual holidays should be arranged outside of term time as any holiday which is taken in term time will not be authorised. A letter addressed to the Principal of the Academy must be written to request for any time off taken during term time with the extenuating circumstances explained and then submitted at least one month prior to the period of absence where possible. If a pupil is absent from the Academy, it is the responsibility of the parent/carer to telephone the Academy before 8.30am on the morning of the first day of absence and then provide medical evidence as to the reason for the absence on the pupil's return. Failure to follow these procedures will likely result in the absence being unauthorised.

It is advised that as much as possible parents/carers should arrange medical and other such appointments outside of the school day so that valuable learning time is not being lost, preferably on the Wednesday of the week where the day is shorter. We must be informed of medical appointments in advance where possible.

## Punctuality

It is the responsibility of the students to ensure that they arrive punctually for both morning and afternoon registration and to all lessons. It is essential that students respond to parental and school support and encouragement to have the highest possible level of attendance and punctuality. The Academy has high standards for punctuality and students will be sanctioned for persistent lateness. This includes being late to lessons or when they arrive late to the academy without a justifiable reason. There is a 3 strike rule, if a student is late on 3 occasions to lessons or if they are late to the academy on 3 occasions the student will be given an after school detention.

### Late to the Academy

Students who arrive at the Academy between 8.30-8.43am will have to report to the late desk in the main reception and will be marked as 'late', unless there is a justifiable reason. The expectation is that all students should be sat down at their desk in their tutor base and ready to learn by 8.30am. Therefore, arriving at the academy by 8.25am enables all students to get to their tutor base and to be sat down at their desk, ready to learn by 8.30am.

Students who arrive late to the Academy between 8.30 and 8.45am are recorded as late. If a student arrives late to the Academy on x 3 separate occasions (without a justifiable reason), they will be required to sit an after-school detention (45 minutes). Failure to attend the after-school detention will result in the student sitting a 75 minute Principal's detention on a Friday (3.15-4.30pm).

Students who arrive at the Academy after 8.45am (without a justifiable reason) will be given an after-school detention (45 minutes). They will be spoken to by the relevant Student Support manager to establish the reason for lateness. Failure to attend the Principal's detention will result in a 1-day internal exclusion. In exceptional cases where there is a valid reason for lateness that the student cannot control- parents are required to phone the Academy and explain the reason for absence prior to student's arrival to the Academy.

If the parents have not contacted the Academy prior to the student's arrival to explain the reason for lateness then the student will be given an after-school detention.

### Late to lessons

The structure of the Academy Day allows for 5 minute 'transition time' in between lessons. This allows sufficient time for students to arrive at their next lesson on time regardless of where their lesson is located within the Academy building. If a student arrives late to a lesson, the classroom teacher must enter the number of minutes late on bromcom. If the student is late on 3 occasions they will be given an after school detention (45 minutes). This sanction will apply on every third occasion that a student is late to any of their timetabled lessons. This will be monitored and coordinated by SLT and SSMs.

### Internal truancy

#### More than 5 minutes late to a lesson

- If a student arrives to a lesson more than 5 minutes late without a valid reason (5 minutes after the pips have sounded) this will be classed as truancy and the student will be given an after-school detention (45 minutes). The classroom teacher will be required to issue the student an after school detention for truancy.

#### More than 10 minutes late to a lesson

- If a student arrives to a lesson more than 10 minutes late without a valid reason (10 minutes after the pips have sounded) this will be classed as truancy they will be given a Principal's detention 75 minutes on a Friday). The classroom teacher will be required to request oncall so that this can be properly investigated and the member of staff oncall will issue the sanction on bromcom.

## Registration procedures

Staff should register pupils on Bromcom at the beginning of each period. Pupils should be marked present with a “P” and absent with an “N”. Only a member of staff can take the register; under no circumstances should a pupil do the register as it is a legal document. Staff should ensure that the register is not flashed up on the board as it is confidential. If a pupil arrives late to the lesson, teachers should mark the student in as ‘late’ and enter the amount of minutes late on bromcom.

Registers for Roll Call will officially close 30 minutes after the start of the am/pm session. After this time the students will be registered as late.

PM registration is conducted within tutor time, If any member of staff experiences problems taking the register using the electronic Bromcom system, they must ensure that a copy is taken manually and returned to the Attendance Officer and taken to the main office as soon as possible.

Authorised absence is where the Academy has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences will be recorded as unauthorised.

## Absence procedures

When a pupil is absent from the Academy the following procedures are put into place:

1. First Day response by phone call and text message is made by the Attendance Officer/Student Support Managers. Absence is then recorded as authorised or unauthorised depending on the reason.
2. If there is no response a message will be left, if possible, by the relevant Student Support Manager or Attendance Officer requesting a reason for the absence. A home visit will be made if there are concerns or we are unable to make contact with parents/carers over 2/3 days.
3. The first day calling list is normally sent by the academy's attendance officer or SSMs by 9.30am
4. SSMs will go through the list of absent students and then go around doing classroom checks to make sure that the student is definitely absent and that registers have been taken accurately.
5. Following the classroom checks the SSM decides which parents/carers need to be contacted and a text message/phone call home is made by the attendance officer.
6. The text message informs parents/carers that their child appears to be absent and that we have not received any communication from them regarding the absence.
7. Once parents/carers have received the text message they normally call back with either an apology for forgetting to inform us about the absence or provide with relevant information.
8. Then bromcom is updated accordingly.

## Monitoring attendance levels

The Attendance Welfare Officer and Student Support Managers will meet weekly to discuss all pupils who have an attendance percentage in the following categories;

- Below 90% (In Persistent absence)
- 90-93% (on the verge of going into PA)
- 93-96% (This is going to be congratulated.)
- Concerning attendance patterns

The following procedures are put into place:

1. A text message will be sent to parents/carers if their child's attendance slides to 95%.
2. The Attendance Officer contacts the parent/carer if their child continues to have further periods of unauthorised absence with any prescription or medication label with the date shown. If this is not carried out any future absences will be unauthorised.
3. Further absences will result in a referral to the Attendance Welfare Officer.
4. Individual action plans will be put in place to support the student as appropriate.

## Term time holidays

Holidays during term time are actively discouraged at the Academy, but if holidays are taken during this time, these will only be authorised by the Principal of the Academy in exceptional circumstances. The academy can consider the student's previous record of attendance into account. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'

## Incentives and rewards

Pupils who have achieved 100% attendance during the academic year, are rewarded publicly and this achievement celebrated. Pupils are also rewarded with positive points on Bromcom and recognition for excellent attendance is given in achievement assemblies for 100% attendance.

## Engaging Parents/Carers

A student's attendance record is printed and formally communicated to parents at the annual parents' evening. Student Support Managers are encouraged to closely monitor the attendance of their students and to contact home if it becomes a concern (below 95%) to ensure there are no underlying issues that are causing the attendance to drop. Intervention strategies should be discussed and carried out at this stage with the aim of increasing the attendance percentage.

Any pupil whose attendance becomes a cause for concern on a long term basis will be contacted by phone to discuss the issue and also invited into the Academy for a meeting, possibly with the Principal, if concerns are extreme. Parents who do not send their children to school regularly will be challenged vigorously by the Academy and by our Attendance Welfare Officer, possibly resulting in court action. Any parent wishing to electively home educate their child is always given the option to put their child back on roll at the Academy at any time they wish.

## Appendix 1: Registration code descriptions

- / Present (AM)
- \ Present (PM)
- B Educated off site (NOT Dual registration)
- C Other Authorised Circumstances (not covered by another appropriate code/description)
- D Dual registration (i.e. pupil attending other establishment)
- E Excluded (no alternative provision made)
- F Extended family holiday (agreed)
- G Family holiday (NOT agreed or days in excess of agreement)
- H Family holiday (agreed)
- I Illness (NOT medical or dental etc. appointments)
- J Interview
- L Late (before registers closed)
- M Medical/Dental appointments
- N No reason yet provided for absence
- O Unauthorised absence (not covered by any other code/description)
- P Approved sporting activity
- R Religious observance
- S Study leave
- T Traveller absence
- U Late (after registers closed)
- V Educational visit or trip
- W Work experience
- X Non-Compulsory school age absence
- Y Enforced closure/ School/ LAT transport unavailable / widespread disruption to travel
- Z Pupil not yet on roll
- # School closed to pupil