



# Co-op Academy Leeds

## **Attendance Policy**

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## Attendance Policy

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# Attendance Policy

## Aims

Co-op Academy Leeds aims to encourage and support all students to attain 100% attendance in order for maximum learning and attainment to be achieved.

Good attendance at the Academy is important for student achievement and our expectation is that parent /carers and the academy will work together to ensure that students attend the Academy and access the appropriate education. Attendance is a whole Academy issue and this is a shared responsibility. Parents/ carers should ensure that their children attend Academy and provide acceptable and authorised reasons for any absence.

The Academy will promote a strong link between attendance and achievement to all students, staff, Governors, families and the community. The Academy will ensure that students who attend it are offered access to high quality learning and teaching opportunities which will enable them to achieve qualifications and access to greater employment, training and further education opportunities. Absence whether long term, frequent or occasional leads to missed experiences and learning. This will have a negative impact on achievement and social and emotional wellbeing.

At Co-op Academy Leeds we will deliver a creative, challenging, relevant and accessible curriculum to all students.

All staff are responsible for attendance. All staff will notice and respond to attendance by monitoring, planning for, rewarding, addressing and communicating it appropriately. All students should be aware that their presence is acknowledged and that their absence is noticed and followed up.

## Rewarding attendance

Stamps will be given to all students to acknowledge each day they attend and arrive to Academy on time. Bonus stamps will be awarded at regular intervals for those who have achieved good attendance or have improved their attendance.

Attendance initiatives and events will take place across the year within year groups in order to boost and encourage full attendance.

Attendance achievements will be communicated to the community and families at regular intervals.

## Supporting Attendance

### Recording of attendance

The Academy uses an electronic system to accurately record attendance and punctuality to every lesson on a daily basis. For those incidences where either a computer or the system is unavailable, paper registers will be issued as an alternative and marks input manually the same day by the Attendance Officer.

### Start of sessions

Morning attendance will be recorded in lesson one. At the start of the Academy day there is no registration period. Any students arriving late will be given a late stamp in their planners and their details and reason for lateness will be recorded on Inventory. The class teacher will record them on the system when they arrive.

Afternoon attendance will be recorded during lesson 3.

### Reporting and Recording Reason for Absence

Parents/Carers will be expected to provide an acceptable reason for every absence and will be able to report an absence on the day by contacting the Academy switchboard and leaving a message with the Attendance Officer or immediately after the absence by way of a written note in the student's planner.

### During lessons

For each lesson the class teacher will keep an accurate, electronic record of attendance. Staff will complete the register within the first ten minutes of the lesson and save it. If any amendments need to be made then the class teacher will make any changes immediately and save the register again. Students will be marked as late (L) after the lesson has begun. If needed, a paper register can be supplied for lessons; this will be handed to the Attendance Officer as soon as possible (but within the first 10 minutes) to be input on the system.

### Use of Data

The efficient collection of data is vital to the Academy in order to implement effective strategies to improve or monitor attendance. Data will be used to:

- Monitor individual absence and lateness to both Academy and lessons;
- Identify patterns and trends in attendance and punctuality;
- Identify those with good attendance and those who require further intervention.

### Authorised and Unauthorised Attendance

Authorised absence is where the Academy accepts that there is a genuine reason for absence. All authorised absence requires a communication from parents/carers to explain the reason and length of the child's absence. This communication can be through text message, telephone call or written note in pupil planners. Where communication is not made with Academy about the reason for pupil absence this will be deemed as 'unauthorised absence'. The parent/carer will receive contact from Academy to ascertain reasons for absence based on the following timescales.

- If a pupil is absent without communication, the Attendance and Admin Assistant for the relevant Guild will make every effort to contact parents/carers.
- If a pupil is absent for two weeks without communication, all 'N' codes will be changed to show unauthorised absence.
- Unauthorised absence is any absence which does not fall into the following categories:
  1. Absence due to illness or other avoidable cause
  2. An absence for religious observance sanctioned by the religious body to which the parent/carer belongs
  3. There is no acceptable transport and the Academy is not within walking distance
  4. Holidays that have been approved by the Academy based upon previous good attendance
  5. Any other situation where the Academy has authorised a fixed period of absence

## Extended Leave

The Academy states that any holidays during Academy time are not to be considered as it is a period of learning missed for the child.

The Academy reserves the right to look at individual cases or exceptions to this expectation on compassionate grounds or other unforeseen family crises. On these occasions the family must contact the Academy in advance of any travel arrangements being made and must have authorisation from the Academy. The Academy will only on any individual occasion authorise a maximum of 20 days extended leave in exceptional circumstances.

Any extended leave or holidays taken without the authorisation of the Academy will be referred to the Attendance Improvement Team to follow up in a formal way with appropriate warnings or fines applied.

## Follow up of Absence from the Academy

It is important that parents are aware of attendance and absence in order to address this with their children and support their progress.

There are a range of situations in which the Academy may respond to absence:

- On the first day of absence home contact will be made where the absence is unauthorised using the 'Keep Kids Safe' system at the close of morning registration
- Unexplained absence of three days or more, when a student has not returned to the Academy
- Persistent lateness
- Unexplained absence from one lesson during a session
- Identified patterns of non-attendance

All action will be documented on the pupil's profile.

Action will be taken by;

- Tutors
- Attendance Officer
- Year Manager
- Head of Year
- Attendance Improvement Officer
- The Local Authority (statutory responsibilities)

## Persistent Absentees (PA)

Persistent Absentees are students who have less than 90% attendance. The Academy will work with parents/carers, staff, agencies and pupils to prevent children from falling into this category. Students with attendance of less than 90% will be identified by the guild team and referred to the Academy Attendance Improvement Officer (AIO) for more intensive casework. Previous intervention work will be done to avoid students reaching PA status.

## Re-integration after significant absences

Every effort will be made to re-integrate students successfully back into the Academy following long periods of absence. This might include:

- Phased returns, in exceptional circumstances
- Mentoring
- 1-2-1 or small group tuition from Intervention Tutors

## Lateness

All pupils are expected to arrive to the Academy and lessons on time. Any lateness will be followed up by the student support and attendance team, supported by staff. Class teachers are responsible for dealing with lateness to lessons, making referrals to the Subject or Course Leader, Head of Year as appropriate.

Lessons at the academy commence at 8.25 a.m. and students are expected to arrive on time and be in their respective class ready to commence their day. Morning attendance will be recorded in 'lesson one' and the class teacher will record students on the system when they arrive.

If a student arrives late but before 9.30 a.m., the register entry will show an 'L' code indicating that the student was late for the beginning of the school day, but arrived before that time.

Morning Registration at the academy closes at 9.30 a.m. If a student arrives after that time, without genuine reason, the register entry will show a 'U' code. This results in a student losing their whole morning registration mark which impacts adversely on their overall attendance. This could ultimately contribute to parents receiving legal sanction by way of a fine and/or court action.

It is not acceptable for students to persistently arrive late for school. It hinders their progress and impacts negatively on their attainment and disrupts the learning of others.

The Academy actively discourages poor punctuality and will be alert to developing patterns of late arrival by a particular student or groups of students. Any lateness will be followed up by the Year Managers and Attendance Teams. The academy will seek explanations from parents should a student arrive late for the beginning of the day.

If a student arrives late at the academy without genuine reason they will be subject of sanction by way of a 'Detention for Reflection'. This will normally be allocated on the day of the late arrival and can result in the student remaining in school for up to one hour at the end of the day.

Staff will ensure that students are aware of the link between attendance and attainment and also the effect of persistent lateness.

### **Persistent Lateness**

It is not acceptable for students to persistently arrive late to school, as this not only hinders their progress but also disrupts the learning of others. The student support and attendance team will monitor late arrivals and follow this up through:

- Late detentions
- Letters home
- Punctuality Panel

If all the above are unsuccessful, the Academy will use legal channels in accordance with the local authority policy. This may mean that court action is taken.

### **Parents/Carers**

Parents have a responsibility for ensuring that their child attends the Academy every day and is punctual. Parents have the right to be provided with information from the Academy which will help them to do this. This includes:

- The timings of the Academy day/Academy dates and holidays
- Academy procedures relating to attendance and punctuality
- Academy expectations regarding lateness
- Prompt communication of matters causing concern

The academy expects prompt communication from parents/carers in writing or by telephone giving a reason for:

- Any planned absence;
- A period of unplanned absence

Parents who do not conform to the above will be contacted by Academy staff and asked to provide an explanation of their child's absence.

## **Roles and Responsibilities**

### **Vice Principal – Teaching, Learning & Experience**

The VP Teaching, Learning & Experience has overall strategic responsibility for Attendance. The-VP will take line management responsibility for the staff in lead or other roles supporting or encouraging excellent attendance across the whole Academy and will liaise with all staff from a strategic position. The VP will be responsible for ensuring cases are appropriately prepared for formal prosecution to the Local Authority Attendance Advisor on a half-termly basis.

Attendance data analysis and reporting will be the responsibility of the VP.

### **Assistant Principal – Pupil Premium Attendance**

The AP with responsibility for pupil premium attendance will monitor the attendance of disadvantaged students. The AP will take responsibility for interventions of students who fall below the minimum expectation of 95%. They are also be responsible for coordinating incentives and rewards to support students to improve or maintain excellent attendance.

### **Heads of Year**

The Head of Year will have an overview of whole Academy attendance and figures associated with the students in their Year Group. The Head of Year will be instrumental in identifying attendance trends and patterns along with cohorts of students who need suitable interventions to improve attendance. The Head of Year will liaise with the VP Teaching, Learning & Experience and other leadership team members, teaching staff and tutors. The Head of Year will have weekly contact with the AIO and will be party to the co-ordination and planning of attendance initiatives and competitions. The Head of Year will be directing communication about attendance to appropriate staff, parents/ carers and agencies. The Head of Year will reward excellent attendance and give attendance bonuses to boost attendance and reward improvements.

### **Attendance Improvement Officer (AIO)**

The Academy will employ Attendance Improvement Officers who will provide a bridge between home and Academy where repeated contact with regard to attendance has not had an impact on improved attendance. The AIO will pursue any underlying causes of poor attendance and punctuality. The AIO will take referrals from Head of Years about which pupils are poor attendees or are persistently late in a weekly focal meeting or communicate updates daily if necessary.

The AIO will pick up cases where repeated contact and intervention by the Guild teams has failed to improve attendance. The AIO and the relevant Head of Year will keep in regular contact about the pupils on the AIO caseload. All home contact will be recorded on SIMs by the AIO.

The AIO will gather evidence of home/Academy contact and record the results of this. The AIO will be instrumental in collecting evidence to present to the Local Authority of potential cases for prosecution. Cases to be put forward for prosecution will be agreed by the AIO, Head of Year responsible for attendance and the VP Teaching, Learning & Experience.

### **The Attendance Officer**

The AO will produce the data reports required for staff, leaders and Local Authority/Government returns. The AO will produce group analysis reports and reports on lateness, absence and missing marks. The AO will communicate with the attendance team, Guild teams and relevant attendance leaders to update marks and report attendance issues. The AO will enter daily attendance data and update information in order to maintain accurate registers and attendance marks. The AO will be responsible for 'first day response' using Keep Kids Safe texts and also supporting the entry to Academy procedure for latecomers.

### **Tutors**

The Coach will have a supportive role for members of their coaching group with regards to attendance, punctuality and target setting for attendance. The Coach will engage in a weekly dialogue about attendance successes, the link with achievement, any issues surrounding pupil welfare that may be impacting upon regular attendance. The Coach will feedback relevant information to Guild teams in order to highlight concerns or need for intervention. The Coach will be instrumental in the reminder for absence notes to be presented by members of their coaching group. The Coach will also discuss individual attendance and punctuality helping the students to improve by setting targets and also supporting attendance rewards.

## **Classroom Teacher**

All classroom teachers have a responsibility to ensure that accurate registers are taken in every lesson. If a paper register is taken for any reason the class teacher must make every effort to hand this to the AO at the earliest possible point. Any missing registers will be reported to the VP Teaching, Learning & Experience on a weekly basis and they will communicate this with individual members of staff and their line managers. All classroom teachers have a professional responsibility to promote excellent attendance, plan for catch up work and have a dialogue with students about positive or negative attendance patterns.

## **Subject Leaders**

The SL has a middle leader responsibility for incorporating strategies and actions to monitor and improve attendance of students in their subjects. The SL should be aware of attendance patterns in relevant subject areas and be instrumental in the provision of intervention for students to raise attainment and reintegration from absence.

## **Approval**

**Adopted by Co-op Academy Leeds: 18<sup>th</sup> September 2018**

**Review date: September 2019**