Preamble

The importance of attendance

Nunthorpe want its students to make the most of their time at the Academy, not only for their education but also for their social development.

Research has been carried out to look at the link between student achievement and attendance and all the research provides the same conclusion: the more students attend, the higher their achievement and self-esteem is likely to be. Remarkably, if a student’s attendance falls below 95%, they are far less likely to achieve 5 A*-C grades at GCSE.

Reporting student absence

When a student is absent from Nunthorpe Academy, the Academy must be notified no later than 08:30 a.m. on each day of absence either via telephone on (01642) 310561 and then follow Option1 from the main menu, or by emailing pbradburn@nunthorpe.co.uk

The reported absence message is an answering phone service and as such a message can be left at any time of day or night. The message left ought to include in order:

- Student name.
- Student form.
- Reason for absence.
- Anticipated return date.

This should be followed up in all cases with a note to the Attendance Officer (AO) stipulating the reason for absence. Where students have been identified as “persistent absentees” (PA) (generally students with less than 85% absence over a prolonged period) the academy will require evidence - for example a medical note or a doctor’s appointment card, to authorise any absence.

Failure to report absence will be followed up by our Attendance Officer and/or the Home Academy Liaison Officer (HALO) (see “First Day Call”).

First day call

Nunthorpe Academy operates a “first day call” system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the academy has not been previously informed, via SimsInTouch. If contact cannot be made during this day (up until the close of the academy day at approximately 4 pm) a letter will be sent home (AL1/AL1 PA ). A satisfactory reply to the letter will authorise this absence; otherwise it will remain as unauthorised.

Where contact has been attempted but no reply is received and absence continues, further action will be taken, including:

- Informing the Pastoral Director of Learning.
- A home visit for students who are not Persistent Absentees will follow.
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- Attempts to contact will be made each day.
- Following of the “10 day” protocol (see below)

The 10 day protocol

Students who have failed to attend the Academy for 10 days will be dealt with according to current legislation. Actions may take the form of any or all of the following and will depend on the individual circumstances of each student.

1. Contact will be attempted to ascertain reasons for absence
2. HALOs will continue to attempt to make contact with the student, making a Home Visit where necessary.
3. Student will be reported as “child missing from education” and further agencies may become involved.

This process will begin automatically once a student reaches the 10th day, but in exceptional circumstances may start earlier at the discretion of the AO.

Term-time absences

With effect from 1 September 2013 an amendment to the Schools/Academies Attendance Regulations came into effect. This amendment removed all references to term-time holidays as well as the statutory threshold of 10 school/academy days.

The Principal may not grant any leave of absence during term-time unless there are exceptional circumstances. (Family holidays are not normally considered to be exceptional circumstances).

The academy will refer all unauthorised absences to the Attendance & Welfare Service of Redcar and Cleveland Council for them to consider issuing a Fixed Penalty Notice. This is currently £60 per parent, per child if paid within 21 days or £120 per parent, per child if paid within 28 days. Action will be taken in the Magistrates Court by the AWS should the fine still not be paid.

Punctuality

Registration punctuality is recorded directly onto the Academy’s electronic registration system. This is then reported at the end of the year and with Interim Report data. In Year 11 this figure will be quoted when the academy are asked to give a reference for: the Nunthorpe Sixth Form, college placements, apprenticeship training providers, as well as part time and full time employment. It is worth noting that some careers will go as far back as Secondary school records when assessing applications.

Please refer to the Academy Punctuality Policy for further details on the procedures and sanctions relating to Punctuality.

Teenage pregnancy

In the unlikely event of a student pregnancy, the academy must be informed at the earliest possible convenience. The academy is obliged to make a referral to the School Nurse. The Vice Principal (Student Expectations and Engagement) and the Director of Inclusion will work closely with the School Nurse to
ensure that the student has access to a wide variety of advice, guidance and support from Health, Social Services and the voluntary sector.

The academy will then meet with the student (and family) and discuss the needs and requirements of that particular student. A Key Worker will be identified at this meeting. Where applicable, modifications to timetable can be made and various considerations taken. This will, of course, be dealt with in the strictest confidentiality. Students are entitled to no more than 18 calendar week’s authorised absence (DCSF guidelines) to cover the time immediately before and after the birth.

Signing in and out

Students with appointments must show an appointment card or note from home to their tutor. The tutor will then sign the student planner to say when the student ought to be leaving the academy. This is then shown to the class teacher. On leaving the lesson, the student must wait in the room adjacent to Student reception and wait until they are collected by their parent/carer who must sign them out on the signing-out sheet. Marks will be entered for the student for the remainder of the session where appropriate. Students sent home with illness must go via the Main Reception to sign out also. The BfL manager will have the final authority in decisions whether a student may be sent home for medical grounds.

Late arrival to the academy

When a student arrives to the academy after the close of registration, they must report to the Duty House Prefect outside Main Reception. If there was a genuine reason for the lateness, a note needs to be provided at the time, or at the latest the next day, otherwise the late mark will stand. Staff will challenge all students who arrive late to lessons. The AO will monitor the signing in and out of students and inform the PDL/aPDL weekly of any concerns regarding repeat offenders/regular users. The Director of Inclusion and the School Nurse may be involved in the case of persistent medical issues or concern over welfare.

Truancy

Truancy, is defined as failure to attend the correct lesson at the correct time, will be reported home in all instances. Regular walks of the academy site and the local community will be undertaken by academy colleagues. Wherever truants are found, they will be returned to the academy, a detention issued and/or placed in Isolatio 1 and the parent/carer will be contacted immediately via Sims InTouch.
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## Attendance Policy – Glossary of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AO</td>
<td>Attendance Officer</td>
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<tr>
<td>HALO</td>
<td>Home Academy Liaison Officer</td>
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<tr>
<td>PDL</td>
<td>Pastoral Director of Learning</td>
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<tr>
<td>LA</td>
<td>Local Authority</td>
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<td>CDL</td>
<td>Curriculum Director of Learning</td>
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<td>SLT</td>
<td>Senior Leadership Team</td>
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<td>BiL</td>
<td>Behaviour for Learning</td>
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<td>EREG</td>
<td>Electronic Registration</td>
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<td>PA</td>
<td>Persistent Absence</td>
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<td>ACC</td>
<td>Attendance Case Conference</td>
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<td>AP</td>
<td>Attendance Planning Meeting</td>
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<td>LAC</td>
<td>Looked After Children</td>
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<td>FSM</td>
<td>Free School Meals</td>
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<td>AL</td>
<td>Attendance Letter</td>
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<td>AWO</td>
<td>Attendance &amp; Welfare Officer</td>
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<td>AWS</td>
<td>Attendance &amp; Welfare Service</td>
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<tr>
<td>PPI</td>
<td>Pupil Premium Indicator</td>
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This policy will be kept under regular review in light of legal developments and best practice.
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Appendix 1

See attached document
INFORMAL
- Commend good attendance (merits awarded)
- Open Communication between PDL teams and the Academy AO re attendance concerns
- 1st day unexplained absence AO contacts parent(s) by SIMS InTouch or for PAs a home visit from HALOs/AO/Inclusion Team.
- AO issues student specific 1st and 2nd letters.(AL1/AL2/AL PA1/AL PA2)

FORMAL
- 3rd letter issued and parents/carers are invited in to an Attendance Concerns Planning meeting to discuss and agree a Parent Contract.(AL3)
- Attendance target and review date (maximum of 6 weeks from this meeting) are set at parental/carer meeting.(AL4)

Success
- Above 95% target achieved, monitoring finishes
- Continued monitoring if below 95%.

No Improvement
- Consider referral to AWS for Attendance Proceedings to commence

Stage 3A (Support)
- Home visit completed
- Child Wellbeing/Child In Need Meeting organised if considered appropriate by Director of Inclusion and AO

Success
- Commend, monitor and close
- Return to Stage 1

Fail
- Consider and review plan or
- Progress to ACC

Stage 3B – ACC Formal Intervention
- Attendance falling, no apparent reason and parent(s)/carers failing or reluctant to co-operate
- ACC – minuted meeting, chaired by AWS Team Leader,
- Review within 2 – 6 Academy weeks

Failure to meet targets
- Review and revise plan/contract through a further ACC

STAGE 4 LEGAL MEASURES BY LAWS
- Prosecute parent(s) under s444 Education Act 1996 and consider applying for Parenting Order

- Post Court Meeting – targets set (within 2 weeks of Court Hearing)
- Review if targets not achieved