

ATTENDANCE POLICY And Procedures



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.

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 90% 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 Pastoral Manager (PM) (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 SchoolComms. 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). A satisfactory reply to the letter will authorise this absence; otherwise it will remain as unauthorised.

Continuous Absence Process

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

- Informing the Pastoral Manager.
- A home visit will follow as appropriate.

This policy will be kept under regular review in light of legal developments and best practice.

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- Attempts to contact will be made each day.
- Following of a “5 day” protocol (see below)

The 5 day protocol

Students who have failed to attend the Academy for 5 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. PMs/AO/Inclusion team will continue to attempt to make contact with the student, making a Home Visit where necessary.
3. After 10 days a 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 5th day, but in exceptional circumstances may start earlier at the discretion of the AO/PM.

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 14 days or £120 per parent, per child if paid within 21 days. Action will be taken in the Magistrates Court by the AWS should the fine still not be paid.

Punctuality

Registration and lesson 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.

In order to support students with this any student who is Late either to AM registration or to any Lessons will be given a Pastoral detention that week (for 30 minutes up to 120 minutes as deemed necessary by the HoH/PM). Persistently late students will be required to attend a meeting with their parents/carers to discuss any barriers to good timekeeping with an aim to overcoming these and setting targets for improvement.

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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 Main reception and wait until they are collected by their parent/carer who must sign-them out on the signing-out sheet.** Students sent home with illness must go via the Main Reception to sign out also. The BfL manager/PM 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 PM outside Student 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 and they will serve a 30 - 120 minutes detention that week.

The AO will monitor the signing in and out of students and inform the HoH/PM 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 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/lesson, a detention issued and the parent/carer will be contacted immediately via SchoolComms.

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Attendance Policy – Glossary of Acronyms

Acronym	
AO	Attendance Officer
PM	Pastoral Manager
HoH	Head of House
LA	Local Authority
HOD/S	Head of Department/Subject
SLT	Senior Leadership Team
BfL	Behaviour for Learning
EREG	Electronic Registration
PA	Persistent Absence
ACC	Attendance Case Conference
AP	Attendance Planning Meeting
AL	Attendance Letter
AWO	Attendance & Welfare Officer
AWS	Attendance & Welfare Service

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