

Dixons Allerton Academy

Policy Documentation

Attendance and Lateness

OUR VISION

To strive to meet 100% targets for both attendance and punctuality.

Responsibility for Review: Gary Dreher

Relationship to other Policies	Date	Status
• None	April 2015	Governor
	August 2016	Review

Statement of Principle

Dixons Allerton Academy seeks to ensure that all of its students receive a full-time education in order that they can maximise opportunities available to them and realise their true potential.

The academy will strive to provide a secure, caring and welcoming environment whereby each student feels they are valued and important.

It is the academy's aim to work with students and families to ensure individual students attend the Academy regularly and punctually. To this end, the academy has established a system of reward and sanctions which acknowledges and recognises good attendance and challenges the behaviour of those students who give low priority to attendance and timekeeping.

To meet these objectives the Academy has developed an efficient and effective communication channel with student and parents as follows:-

For Students

The first rule of the academy's Behaviour Code is to 'Arrive on Time'. The Behaviour Code is displayed in classrooms and all teachers will challenge any student who BREACH any part of the code. Students who continue to break the punctuality rule will be dealt with under the Academy's Behaviour Strategy.

For Parents

Parents will be contacted daily if students are continually late for lessons or if absence from the academy is unauthorised. The means of communication is both by telephone and / or letter depending on the student's particular circumstances.

In Early Years, it is the responsibility of parents to bring their child to school on time and every day. Parents must contact the Academy office before 8.20am (12.20pm for afternoon Nursery) when their child is too ill to attend school.

AIMS OF POLICY

- To improve the overall percentage of students attending the Academy and reduce the percentage of unauthorised absence.
- To make attendance and punctuality a priority for the Academy community.
- To define the roles and responsibilities of staff and parents in order to promote consistency and compliance
- To provide support, advice and guidance to parents and students.
- To systematically gather and analyse attendance data in order to provide key information to interested parties to improve attendance and punctuality.
- To further develop positive and consistent communication between home and Academy.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the Education Social Work Service and other agencies.
- To recognise the needs of the individual student when planning reintegration following significant periods of absence.

ROLES AND RESPONSIBILITIES

Governors / Principal

- To monitor progress / outcomes of the Attendance Policy, ensuring attendance issues relate directly to the Academy's values, ethos and curriculum.

Deputy Principal responsible for attendance

- To define and communicate the attendance strategy to staff.
- To establish and maintain a high profile for attendance and punctuality.
- To set and monitor attendance targets
- To ensure systems and processes are put in place to support the Attendance Policy and monitor their effectiveness and consistency to drive improvement.
- To identify finance / resources for a system of rewards and marketing.
- To clearly define the roles and responsibilities within the academy staffing structure.
- To ensure the policy is being consistently and effectively applied.
- To analyse the attendance data and provide reports to SLT and the Governing Body.
- To monitor and review the policy to ensure its effectiveness in terms of measurable outcomes.

Primary Head

- To set and monitor attendance targets for Early Years.
- To establish and maintain a high profile for attendance and punctuality in the Early Years.
- To analyse the attendance data for Early Years and provide reports to SLT and the Governing Body as well as parents.
- To communicate to parents regularly about their child's attendance.
- To meet with the Educational Social Worker regularly to discuss any causes for concern with regards to attendance or punctuality.

Year Managers

- To help meet and improve attendance targets of their Year, by supporting Learning Family Tutors in the tracking of attendance / punctuality and unauthorised absence.
- To help investigate developing patterns of irregular attendance and lateness and take the necessary course of action.
- To telephone / write / meet with parents as deemed necessary.

Learning Family Tutors

- To review and track student attendance each week and mentor those students whose attendance falls short of the GOLD standard.

Classroom Teachers

- To take registers in each lesson using SIMS; clearly marking those students who are late, or who have authorised or unauthorised absence.
- To identify and report developing patterns of irregular attendance and lateness.
- To respond swiftly to lateness using the Academy's Behaviour Code.
- To report attendance issues to parents during parents evenings / meetings.
- To implement fair and consistent rewards and sanctions.

Role of Attendance Team

- To take and convey messages from parents about absent children, seeking to improve communication wherever possible.
- To initiate first day absence contact for students not registered.
- To input any manual registers / late marks on SIMS.
- To input 'late to academy' marks on SIMS.
- To telephone parents of any child that is late more than once each week.
- To maintain student information on SIMS to ensure staff are provided with accurate and up-to-date contact information.
- To type and send out attendance letters, maximising the use of standard SIMS generated letters.
- To ensure standardised electronic recording of late/authorised/unauthorised absence in SIMS.
- To print absence reports weekly and registers as necessary.
- To post weekly information on the attendance notice board (including best form and House) to keep staff updated on attendance matters.
- To implement in full the Attendance Strategy.

Role of Parents

- To promote and instil the importance of attending the Academy to their children.
- To ensure his / her child attends The Academy.
- To telephone the academy before the start of the Academy day if their child is to be absent.
- To keep the Academy regularly updated if absence persists.
- To send a letter or put a note in the students planner if his / her child is absent.
- To work with the staff to reduce any attendance problems.
- To make arrangements for family holidays / engagements outside the academy day / term.
- To request an appointment with the Deputy Principal (Primary Head for Early Years) responsible for attendance should family holidays / engagements have to be taken in term time.
- To provide the child's LFT with a written note authorising their child's absence following a period of non-attendance.

Role of Parents of children in Early Years

- As above where necessary
- To bring their child to school and on time every day.
- To ensure that a responsible adult (over the age of 18 and not a pupil at the Academy) brings their child to school every day.
- To ensure that a responsible adult (over the age of 18 and not a pupil at the Academy) picks their child up on time at the end of every school day.
- To attend attendance meetings where a cause for concern has been raised.

PROCEDURE

Parents

If your child is to be absent from academy due to sickness, the following procedure should be followed.

Sickness / Family Commitments (e.g. compassionate leave)

1st Day of Absence

- Report the absence to the Attendance Office immediately and if possible before the start of the academy day – 8.20am.
- Give the Academy an indication of when your child is likely to return to the Academy.
- Keep the Academy update each day if absence persists.

Leave of Absence

The Pupil Registration Regulations 2006 state that :-

Schools have a discretionary power to grant a pupil time off school during the term. However, schools are not obliged to grant time off.

Discretion around leave of absence is far-reaching. They are able to refuse the whole period requested by a pupil's parents. Periods that are refused must be recorded as unauthorised.

Dixons Allerton Academy is committed to the education of its students. We believe that there are enough periods of time between each term for parents to take their child on such things as holidays. We therefore do not grant any student time off during term time. There are no holiday request forms and no exceptions to this policy. Any time taken away from school in such circumstances will be recorded as unauthorised.

Time off school for **family holidays** is not a right and will not be granted. If you decide against our wishes to take your child off school you must inform us in writing and we require a copy of the tickets. We will then know the reason for your child's absence and will not waste time contacting you or making a home visit.

Even though we do not authorise any holidays, occasionally parents take their child out of school for more than 4 days. There are no circumstances or exceptional circumstances in which we will approve this type of leave - called **extended leave of absence** or **extended holidays**.

Your child is at serious risk of losing their place at DAA and you are at risk of being fined by the Local Authority if you take your child from school without consent and then take extended leave of absence or extended holiday.

Removal from Roll

The Pupil Registration Regulations 2006 state that *schools can delete pupils who fail to return on the date they were expected back from leave of absence or extended leave of absence, if they fail to do so within 10 school days. The school and its local authority must make reasonable enquiries to establish the reason for non-return before the deletion is made. Schools are advised, in line with the Children Missing Education guidance, that they must refer all cases of children who are removed from the school roll having failed to return following a period of leave of absence to the Education Social Work Service who will make additional enquiries to attempt to locate the child.*

If the pupil has a good reason to be absent he/she should be marked authorised absence using the relevant Attendance Code and the pupil cannot be deleted. If, in the school's view, the pupil does not have a good reason, the parents should be reminded of:

- *the date the school said it expected the pupil to return despite the absence being unauthorised.*
- *the parents' responsibility to ensure that the child attends school regularly.*
- *the possibility of legal sanctions against the parents.*
- *the possibility of the school deleting the pupil from the school roll.*
- *the pupil must be marked unauthorised absence.*

If, after making reasonable enquiry, the school is unable to contact the parents or has any concerns about the pupil and his/her welfare, it should seek assistance from the Education Social Work Service. Schools should not wait until they are about to delete a pupil to seek this assistance.

Penalty Notices for Unauthorised Holidays

The Academy will work closely with the local authority to issue Penalty Notices in accordance with the Local Code of Conduct.

DCSF's "Guidance on Education-related Parenting Contracts, Parenting Orders and Penalty Notices – September 2007" states that all Penalty Notices must be issued in accordance with the Local Code of Conduct.

Under the Code, Penalty Notices may be issued:

- *if parents have not sought permission from the headteacher before taking their child out of school for a holiday in term-time (**note holidays are not authorised at DAA**).*
- *if the headteacher has refused the request but the absence occurs anyway.*
- *if a pupil has not returned to school by the agreed date with no satisfactory explanation and the pupil remains on the roll of the school. (Penalty Notices cannot be issued when a child has been removed from roll).*

AND

- where the absence has been recorded by the school as unauthorised in the attendance register on at least 8 sessions (4 school days).
- penalty Notices will be issued for term-time holiday for more than 4 days (8 sessions) unauthorised absence.
- penalty Notices cannot be issued if the parents are known to be out of the country.
- penalty Notices cannot be issued against the parents of children who are not of statutory school age.

From 1st September 2012, following the recommendations of the Charlie Taylor review of school attendance, Penalty notice fines increased from £50 per parent per child to £60. If the fine is not paid within 28 days this now increases to £120 from £100.

Prosecution – Failure to Pay Penalty Notice

Should the Penalty Notice not be paid, the Bradford Children's Services will submit the case for prosecution in the magistrate's court.

Prosecution – Poor Attendance

For your child to have good attendance they need to attend for at least 96% of the time in school. If your child's attendance is 94% or below this will be considered as unacceptable poor attendance. In such cases of poor attendance we may ask Bradford Children's Services to take legal proceedings against you for the offence of failing to ensure your child's regular attendance at school. The Bradford Children's Services will then submit the case for prosecution in the magistrate's court.

Academy

Classroom registrations

- Registers should be taken using SIMS at the start of each lesson which will allow the Attendance Team to keep track of students throughout the day.
- If a teacher is struggling to complete an electronic register, a manual register should be requested from the attendance office.

Lunchtime Passes

- Only those students with authorised passes will be allowed to leave the Academy at lunchtimes. These students must show their pass before they will be allowed to leave the Academy's premises.

Truancy - internal

- CCTV cameras operational within the Academy will also be used to monitor / identify internal truants. Staff will actively monitor the cameras to detect any truants.

Truancy – external

- Students caught truanting will receive a telephone call and letter home, and parents will be asked to come into the Academy to discuss their child's attendance.

Late to Academy Procedure

- Students who are late to the Academy will be met by the Lates' Team at the front gate. All students who are late will be taken to the attendance office and interviewed by the Deputy Principal.
- Students who arrive late will be marked late on SIMS by their teacher.
- Once a late to academy has been recorded, the following process will be carried out by the Attendance Team:-

○ Incidents recorded each week	○ Sanction to be applied
○ 1st late mark	○ Letter* and phone call home.
○ 2nd late mark	○ Letter* and phone call home
○ 3 or more late marks	○ Lates' Strategy** begins

*see Appendix 1 ** Appendix 2

Late to Lesson Procedure

- Where a student is late, the **Attendance Team** will organise internal detentions. If the lateness continues a series of other detentions and meetings will take place.

Attendance specific to Early Years

- The attendance target for pupils in Early Years is 96%. Colour coding will be used to indicate which children are achieving the target and which are not. This information will be displayed to parents on boards close to classroom doors.

96%+ Green
94%-95% Amber
Less than 94% Red

- Parents will receive a termly attendance report for their child:
 - 'Green' attendance reports will receive a letter of congratulations
 - 'Amber' attendance reports will mean a meeting with the Primary Head
 - 'Red' attendance reports will mean a meeting with the Primary Head and the head of attendance for the academy. The Educational Social Worker is then included in supporting the family.
- Children who are persistently late will be asked to attend a 'punctuality meeting' and are likely to be asked to enter into an academy parenting contract.

APPENDIX 1

Dear Parent/Carer

Re: Lateness to School

Today, your child was late for school.

As you are aware, lessons begin promptly each day at 8.30 am. Your child is expected to be in school no later than 8.20am, so that they can be waiting outside of their classroom by 8.25am.

There is no separate registration period in the morning. Therefore, if your child is late for school they will miss valuable subject time and this will disrupt their education.

Please support us by ensuring your child attends school every day on time.

Yours sincerely

Gary Dreher
Deputy Principal

Dear

Re: Continuous Lateness to School

This half term your child has been late for school three times and this is unacceptable.

As you are aware, lessons begin promptly each day at 8.30am. Your child is expected to be in school no later than 8.20am, so that they can be waiting outside their classroom by 8.25am. At 8.30am this main gate is closed and from this time onwards a child is deemed as late.

There is no separate registration period in the morning. Therefore, if your child is late for school they will miss valuable subject time and this will disrupt their education. Students who are late also disrupt the education of others because teachers have to constantly stop and start their lessons to explain the same things or repeat instructions.

Every time your child is late, they are spoken to about the importance of being punctual and the consequences of being continuously late. They are also given a late mark and, on each occasion, they are given a lateness letter for your attention.

Sadly, this strategy has not had the desired impact on improving your child's punctuality and as such, we will continue to closely monitor your child's lateness. If your child is late again this half term then the next stage will be to invite you into school to discuss the matter. Your child will also be given a detention of up to 2 hours.

Please support us by ensuring your child attends school every day on time.

Yours sincerely

Gary Dreher
Deputy Principal

Re: Lateness to School

There are a number of students who arrive late to school each day. As a school, we are here to prepare students for working life and to teach them good habits that will help them secure their future.

Whether done occasionally or habitually, lateness is unacceptable. Starting this term, we are going to have a zero tolerance to lateness. There will be numerous strategies put in place to ensure that students arrive at school on time.

As you are aware, lessons begin promptly each day at 8.30am. Your child is expected to be in school no later than 8.20am, so that they can be waiting outside of their classroom by 8.25am.

There is no separate registration period in the morning. Therefore, if your child is late for school they will miss valuable subject time and this will disrupt their education.

Please support us by ensuring your child attends school every day on time.

Yours sincerely

Gary Dreher
Deputy Principal

Appendix 2

Early Gates

What is Early Gates?

Students are expected to sign-in between 8am and 8.15am each day with the 'Late Gates' Manager

Your child should be at school for 8.20am each day.

There are a small minority of students who are persistently late to school and clearly this is unacceptable.

What happens if your child continues to be late.

Stage 1

- 1) Your child will have an interview with the Deputy Principal to try to resolve the lateness.
- 2) If there is no resolution your child will go on 'Early Gates' for two weeks
- 3) If this is successful then 'Early Gates' ends and lateness is then monitored. If this is unsuccessful then Stage 2 begins.

Stage 2

- 1) Interview with parent and Deputy Principal
- 2) As a parent you are legally responsible for getting your child to school on time and to resolve your child's lateness
- 3) If this strategy is unsuccessful then Stage 3 begins

Stage 3

- 1) You will be expected to bring your child to school each morning and sign-in with the 'Early Gates' manager.
- 2) If this is unsuccessful then you and your child will meet with the Deputy Principal every week until the issue is resolved.
- 3) If this is unsuccessful then Stage 4 begins

Stage 4

- 1) Your child will be expected to come to school on-time and stay until 5pm every night for a term. This is known as 'Late Gates'