

Crofton Academy



Attendance & Punctuality Policy

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1. PURPOSE

To promote excellent attendance that will contribute to maintaining a positive academy and secure a climate for effective learning and achievement.

Good attendance and punctuality at the academy facilitates a good education and future career prospects and minimises the risk of pupils becoming involved in antisocial behaviour or becoming victims or perpetrators of crime or abuse. Children's social skills are enhanced by regular attendance.

2. OBJECTIVES

1. To promote full attendance at the academy.
2. To share the responsibility for promoting the Academy's attendance amongst everyone in the academy and the broader academy community.
3. To reward pupils and celebrate the success of pupils who achieve excellent, good or improved attendance.
4. To challenge pupil attendance where it falls below the academy target of 96%, ensuring appropriate levels of support and intervention are maintained.
5. To engage with external agencies to monitor, support and intervene where attendance is a cause for concern and falls below 90% (the national measure for persistent absence).

3. WHY ATTENDANCE MATTERS

If pupils are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Figures from the DCSF demonstrate this very clearly.

We want all our pupils to achieve the very best examination results that they can. Irregular attendance, can have a significant impact on pupil achievement:

- Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five grade 4 and above GCSEs including English and Maths.
- Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five grade 4 and above GCSEs including English and Maths.

Of pupils who miss less than five per cent of school, 73 per cent achieve five grade 4 and above GCSEs including English and Maths.

4. THE ROLE OF THE ATTENDANCE TEAM

Miss Rowe (Associate Assistant Headteacher) is the lead on attendance at Crofton Academy.

Mrs Willmott (Attendance Officer) maintains the attendance system; ensuring that registers are accurately marked and absences followed up and reasons obtained.

Mrs Richardson (Education Welfare Officer) works closely with the Attendance officer and Year Leaders to identify pupils whose attendance is below the expected level. Actions are then taken to secure an improvement in attendance.

5. PUNCTUALITY

Lateness = Lost Learning = Minutes amount to days

Parents/carers are responsible for ensuring that their child arrives at the academy punctually.

Pupils should arrive at the academy no later than 8.45 am. Registration begins at 8.50 am and form tutors electronically take the first register of the day, vital information is shared with pupils on a daily basis. Subject teachers also take a register every lesson.

The Academy will contact you if we have concerns about punctuality and ask that you support our detention procedures re: pupil lateness. We will endeavour to text you if your child is late.

In order to ensure punctuality across the Academy, we now have a lunchtime detention room. This is used for pupils who are late to either am registration or to lessons. If a child is to be placed in this room they will be informed by the attendance officer. If they fail to attend, they may be placed in connect for up to 3 days.

Minutes lost each day	Days lost per school year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

5.1 What parents/carers can do

- Ensure pupils arrive on time each day, well equipped and in a fit state to learn.
- Take an interest in the education of their son/daughter by talking to them about the academy and by attending academy events.
- If you are aware that your child will be absent from the academy – please write a note explaining the absence and send it to the form tutor.
- Contact the Attendance officer from 8.00 am on 01924 862985 to inform of any absences.
- Inform the academy immediately if there are any matters that arise that may affect the attendance of your son/daughter.

It is the academy's policy that all absences should be accounted for either by a note or telephone call from parents or carers.

If absences are unexplained, a telephone call or text home will be made on the day of the absence and a reason for the absence sought. If contact is not made, a follow up call will be made followed by a text message.

6. WHAT DOES YOUR CHILD'S PERCENTAGE ATTENDANCE MEAN?

Parents/carers often become confused about what good attendance is. Crofton Academy attendance target is 96%.

Attendance	Days missed over a school year
100%	0 Days missed
95%	9 Days missed
90%	19 Days missed
85%	28 Days missed
80%	38 Days missed

7. RESPONSIBILITIES

The Education Act 2004 states that all children of compulsory school age (five to sixteen) must receive a suitable full-time education. Parents/carers are legally responsible for making sure their child attends regularly.

In the majority of cases, attendance improves with intervention from the academy. However, in some circumstances the academy will liaise with the Education Welfare Service and seek the appropriate legal sanctions for non-school attendance.

8. PARENTAL PROSECUTION

If a pupil's attendance falls below 90%, they are classed as persistently absent and may be placed on the Fast Track to attendance process. If attendance does not improve then parents may have to appear at the Magistrates Court and the possibility of receiving a Parenting Order, or a fine of up to £2500 for each parent/carer may be issued.

9. EDUCATION SUPERVISION ORDER

This is a strategy used to work in partnership with families and schools, and sometimes other agencies to bring about a return to regular schooling. The application is heard by the Family Proceedings Court where Magistrates have the power to grant the order.

Crofton Academy needs the active support of parents/carers to fulfil its mission of Achievement with Responsibility. The Academy seeks to develop an effective partnership between home and the academy based on mutual understanding and trust.

10. REASONS FOR ABSENCE

Authorised absence: is absence with permission. This includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health.

Medical and Dental appointments, where possible should be made for after school or during school holidays. The academy understands that this isn't always possible, however, pupils should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

Unauthorised absence: is absence without permission. This includes any unexplained or unjustified absences e.g. term time holiday or a shopping day.

Holidays in Term Time: At Crofton Academy we strongly discourage the taking of holidays during term time. As you are already aware, Crofton Academy no longer authorises term time holidays. The Local Authority are

informed of any term time holidays taken and a penalty notice is issued to each parent/carer for each child taken out of school for a term time holiday. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within 21 days. Unpaid Penalties may result in legal action. This has brought the academy in line with other academies and the guidance set by the government.

Please consider the following if you are thinking of taking a holiday during term time.

- During one weeks' absence your child will miss approximately 25 hours of their education.
- If your child has one weeks holiday during term time and one week of illness during the school year they may fall below the Academy target and could be at risk of the national figure of 90% for persistent absence.
- Research shows that children taken out of school may never catch up on work they have missed. It may affect their exam results and the progress they make at school.
- Every school day counts if your child is to maximise their potential

11. EXCEPTIONAL LEAVE

An application for absence must be made, for all pupils, in advance of any prolonged period of absence. DfE guidance states that if an absence request is not received prior to the absence then it cannot be authorised. Crofton Academy will ask you to complete an exceptional leave form prior to the absence. This also includes absence as a result of holidays.

12. PERSISTENTLY ABSENT PUPILS (PA)

At the end of each term Crofton Academy, along with all other schools and Academies in the country, has to submit the names of the individual pupils who have attendance below 90% (this is the national measure for persistent absence).

13. FAST TRACK TO ATTENDANCE

Where a child falls below 90% attendance, they are classed as persistently absent. When attendance falls close to or below 90%, you will be contacted via letter or telephone to say that your child may be placed on fast track. If there is no improvement in attendance, you will be invited in to a meeting with our attendance officer. At this panel meeting, we will discuss the barriers to attendance for your child. If you fail to attend this meeting, the fast track process may begin in your absence. Following this, if attendance continues to fall, you may be issued with a penalty fine.

14. PROMOTING ATTENDANCE

Staff and Pupils at Crofton Academy are fully aware of the academy expectations surrounding attendance.

- Regular assemblies take place in school highlighting the importance of attendance.
- Weekly attendance figures are given for each form in assembly.
- Rewards given for excellent, good and improved attendance.
- Rewards given to form groups for achieving the best attendance.
- Informative displays regarding attendance in school.
- Attendance focus month takes place twice a year.

15. FAST TRACK

Every ½ term 96% and above attendees receive an epraise point



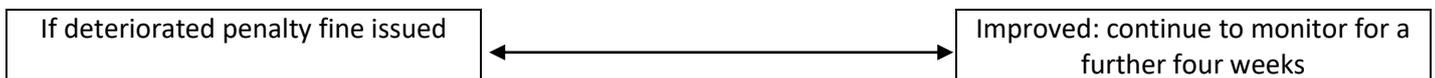
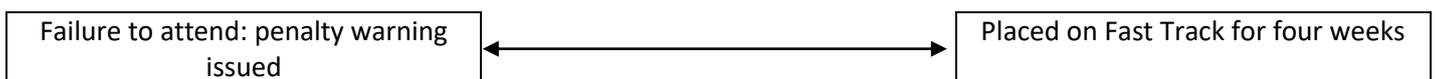
Attendance drop below 956/3 broken weeks – **LETTER 1**
Follow up call from attendance officer



Further absence – **LETTER 2**
Leaflet about attendance included. Parents/carers invited in to speak with Attendance Officer



Further absence/below 90% meeting with Attendance Office
START OF FAST TRACK
Parents/Carers invited for a meeting with Attendance Officer



Improved – no further action
Deteriorated – penalty fine issued

16. CORONAVIRUS (COVID-19)

All pupils will be expected to attend the academy, including those who have been previously shielding, and the academy has a responsibility to follow up any absences. Sanctions, including the use of fixed penalty notices, may be used for periods of unexplained absence in line with local authority guidance.

Absences which are caused as a result of COVID-19, for example self-isolation, the start of symptoms or a positive COVID-19 test will be marked on the register in line with DfE guidance and therefore families will not be penalised as a result of this.

It is the responsibility of the parent/carer to inform the academy of reason for absence. Where the reason is not related to COVID-19, the academy will use the DfE guidance on reporting absence and the policy will be implemented where absence causes concerns.

Where a child is following public health guidelines or the guidelines of a clinician, and has been told to stay at home, for example they are clinically vulnerable, we would work with medical practitioners to ensure that absence is recorded in line with DfE guidance and that pupils are provided with the opportunity for remote learning.

If a parent states that their child is suffering from COVID-19 symptoms, the school will follow DfE and PHE guidance and the child should complete a PCR test as soon as possible. If a pupil is tested then they must let the school know of the results as soon as possible. Pupils will not be able to return to school until the period of self-isolation has ended. The academy reserve the right to send a child home if they attend school and they will have to self-isolate for 10 days unless they complete a test that is negative.

We understand that for some families (including those who have vulnerable members in the household or those concerned about increased risk) this will be a worrying time. We will work with these families to ensure that they are aware of the measures we have put into place to maintain social distancing giving them the confidence to send their children to school.

In the event of a local lockdown, we will follow public health guidance and the Academy's Outbreak Management Plan regarding attendance.

17. REMOTE LEARNING PROVISION

The academy will provide substantial opportunities for our pupils to access remote learning during a national or regional lockdown.

Pupils should be accessing and submitting their work on Google Classroom and following their normal academy timetable. Provision will be a blend of pre-recorded Screencastify lessons and live lessons on Google Classroom.

We will keep an internal record of, and monitor, pupil engagement with remote learning. If there are concerns about a pupil not accessing their work or attending live lessons, then a phone call home will be made to see if the academy can support.