



Attendance Policy

The Westwood Academy – Attendance Policy

The Westwood Academy firmly believes that regular school attendance is important and that pupils need to attend regularly in order to take full advantage of the educational opportunities available to them. The School believes that irregular attendance undermines the educational process and leads to educational disadvantage. It places children at risk and, in some cases it can result in pupils being drawn into patterns of anti-social or criminal behaviour. The Westwood Academy thus has a strong system in place to enable those in it to do everything in their power to promote the philosophy of regular attendance. We believe that good attendance is important:

- It is a pre-requisite for a successful school experience
- It is an achievement in its own right
- It is important in preparing pupils to be responsible adults

It is important that everyone – pupils, parents, and staff work together to enable it to happen. Promoting good attendance must be seen as a priority.

Aims & Objectives

- To raise attendance levels to above 95%.
- To maximise attendance of all pupils, ensuring maximum learning opportunities.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with The Westwood Academy.
- To monitor, communicate and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the multi-agency teams.

Authorised and unauthorised absence

All absence is authorised **by The Westwood Academy** before or after it occurs. Unauthorised absence is when a pupil is absent and no explanation is provided by parents/carers or the explanation given is unacceptable to School. We will ensure that parents understand that it is their responsibility by law to make sure that their child attends School. This is done through the home-school agreement, at parents' evenings and at the induction evening for new pupils. Parents and pupils are reminded that punctuality is also their responsibility.

ABSENCE

Lateness

- Pupils arriving to Mentor time after 8.45 are marked as late. Those arriving after 9.15 a.m. must report to student reception so that their attendance can be recorded.
- Pupils arriving after 9.30 a.m. will be officially absent for the morning session. This will be considered as an unauthorised absence unless a satisfactory reason is given.
- The School will phone parents/carers on a daily basis by 10.30 a.m. when the reason for absence is unknown.
- Parents/carers are asked to contact School on the first day of absence by 8.30 a.m. to provide the reason for the absence, including likely duration. Parents/carers should also provide a written explanation of absence on their child's return to School.

- If any member of staff is concerned about a reason for absence, the Assistant Head teacher/College Director should be informed.

Medical or Dental Appointments

Absence from School due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments. Whenever possible, parents/carers are encouraged to make all medical appointments out of School hours.

Holidays during term-time

Leave of absence will not be granted unless there are exceptional circumstances. Where leave of absence is granted, School will determine the number of days a pupil can be away from School. This leave of absence is granted entirely at the Head Teacher's discretion (see appendix). Holidays do not constitute exceptional circumstances and will not be authorised by the school.

If a parent takes a pupil on holiday in term-time without the Head Teacher's permission, or if a child fails to return from holiday by the agreed date, this will be recorded as unauthorised on the pupil's School attendance record. If a pupil has not returned to School within 10 school days of the expected agree date of return, the Head Teacher may take the pupil off roll.

Legal Sanctions

The School may issue a Fixed Penalty Notice to any parent/carer who fails to ensure the regular and punctual attendance of their child at The Westwood Academy. This currently stands at £60 (for those who settle within 21 days) and £120 (for those who pay within 28 days) per parent, per child.

Reporting to parents and carers

Attendance will be reported to the parent/carer within their child's annual report. During the year, parents will receive a letter if there are concerns about their child's attendance.

Monitoring and Evaluation

Attendance data will be analysed on a daily basis and by pupil groups where possible on a half-termly basis to establish patterns of irregular attendance and focus areas of action.

This analysis will include pupils with: incomplete weeks; Monday and Friday absences; lateness; periods of extended absence.

If concerns are raised as a result of this analysis parents will be contacted either through telephone calls to the parents/carers and/or formal letters stating the attendance and regular lateness of the child and that there is an issue. Where this issue persists then a meeting on site or a home visit may be arranged with the possible outcome of further action/intervention e.g. outside agencies, parenting contracts. The Westwood Academy reserves the right to issue fixed term notices to parents.

Appendix

Management & Organisation

Whole school strategies

- Primary attendance data collected and analysed when Year 7 pupils join us to ensure early intervention
- Register are taken for all lessons
- Contact made with parents on the first day of a pupil's absence
- Letters sent after 3 days' absence if contact not made by parents
- Attendance figures are published on a weekly basis for staff and pupils
- Attendance figures monitored each week by relevant Senior Leadership Member.
- Attendance figures produced for Governing Body meetings
- Attendance figures monitored termly and letter sent to good and poor attenders. Target groups identified for the monitoring process.
- Attendance awards are linked to rewards within the school. Attendance certificates/prizes will be issued at the end of each term to reward good attendance. Any pupil with 100% attendance during their school career is rewarded at City level. Attendance will be taken into account for any reward trips that may be run at the end of each academic year and for invitation for pupils to attend the school prom in Year 11.
- Targets may be set for individuals and for mentor groups where attendance is poor
- **Attendance** and **Punctuality** is recorded on each pupils' report
- All school reports to include positive and negative impact of attendance on learning
- Pupils to complete an 'Attendance Log' to record their attendance figures and set / review personal attendance targets in Mentor Time.
- 'Attendance Incentive Scheme' to reward mentor groups with the highest attendance patterns throughout the year.

Working with Parents

- Inform parents of new pupils through Year 7 Induction Evening, Prospectus, and school website
- Inform parents of 100% attendees in School Newsletter.
- Invite parents to Presentation Evenings.

Mentor

As the first point of contact with pupils, mentors are vital in promoting good attendance and punctuality.

- A formal routine should exist for registers being taken accurately each morning
- Explanations of absences always required from pupils on their return to School (see below)
- Enquiries made about unexplained absences. Follow up on a daily basis.
- Look out for any trends / patterns in a pupils' attendance record and inform the College Director of any specific attendance concerns at the weekly college team meeting
- Inform College Director of future known absences (e.g. hospital appointment)
- Attendance figures discussed with class on a weekly basis. Display weekly attendance figure on notice board in mentor room.
- Ensure pupils complete their 'Attendance Log'. Work with individual pupils to set personal attendance targets. (Termly)
- All lateness discussed with individual pupil and the importance of punctuality emphasised. Contact parents / guardians or College Director as appropriate.
- Contribute to the Achievement / Attendance boards to promote good attendance

On return to school of pupils mentors should acknowledge the pupil and encourage the catching up of work.

College Director

- Advise on and implement whole school strategies
- Make attendance a high profile issue regularly (visits to mentor groups, assemblies, etc.)
- Monitor daily list of absentees
- Monitor and analyse mentor group's attendance (individually and target pupils/groups)
- Establish trigger points for direct intervention with individuals causing concern over attendance
- Investigate causes of absence and plan strategies with mentor, parents, College Director and outside agencies as appropriate
- Contact parents / guardians immediately if a pupil is suspected of truanting from school
- Congratulate pupils on good/improved attendance and punctuality as appropriate
Co-ordinate a plan for return of long-term absentees/truants, liaising with pupils, parents, teachers, relevant senior leadership member, SENCO, College Director, Careers.
- Organise awards for good/improved attendance
- Pupils to receive good/improved attendance certificates/letters
- Only those pupils who have an acceptable attendance to be allowed to participate in school trips
- Monitor the completion of the 'Attendance Record Logs' in mentor time

Role of Departments / Subject Teacher

- Take a register each lesson, publicly and formally using laptop or classroom computer. If Sims is not working, a paper register must be taken and sent to Student Reception.
- Inform Curriculum & College Directors of any concerns about regular absences from lesson(s)
- Plan work for absent pupils, either to send home, to be on the school VLE, or to assist on pupils' return
- Offer positive support to pupils when they return from absence and acknowledge pupil return from absence.
- Make Student Reception aware of any changes to class lists immediately.

Leadership Team Member(s) (with responsibility for attendance and punctuality)

- Support College Directors, Curriculum Heads,
- Monitor attendance and punctuality figures (Individuals and target groups)
- Hold weekly liaison meetings with College Director Liaise with parents, staff, College Director and external agencies regarding extreme cases of absence and lateness
- Present attendance figures at Governing Body meetings
- Monitor whole school incentive scheme and co-ordinate rewards process to reward good levels of attendance.
- Co-ordinate setting of whole school and persistent absence level targets.

College Director

- Telephone parents of pupils on the **first day of absence** and update Sims if appropriate.
- Contact parents on the third day of absence by letter where no satisfactory explanation has been received or contact cannot be made
- Liaise daily with mentors and College Directors about communication of absences/ lates

- Contact staff who have not taken their registers. Lists of registers not taken to be notified to relevant teacher. Heads of Department/Faculty to be notified if registers are still not taken within departments.
- Attend weekly meetings with appropriate Senior Leadership Member and College Director.
- Provide data analysis for Leadership Team, College Directors, Mentors and Governors
- Liaise with College Directors to facilitate awards for attendance and punctuality.
- Generate attendance letters/praise postcards to be sent home to parents.
- Focus on targets groups in each year to inform parents of their progress.
- Provide College Heads / Form Mentors with weekly attendance figures – individual pupils and mentor group figures.

College Director

- Promote partnerships between pupils, parents and school over attendance and punctuality
- Monitor registers regularly for individuals causing concern
- Attend weekly meetings with College Directors and relevant Senior Leadership Member
- Liaise with College Heads about referrals of long term absentees
- Make home visits and feed-back relevant information to school as required
- Liaise with relevant SLT to pursue prosecution of parents for their child's non-attendance
- Prepare figures for analysis for whole school and relevant pupil groups.

Sims Attendance Codes

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved education activity

C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved education activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	No Longer in Use
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved education activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved education activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved education activity
W	Work experience	Approved education activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances