



Noel-Baker Academy
A L.E.A.D. Academy

Noel-Baker Academy

Attendance Policy

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Contents

1. Introduction	3
2. School Day Timings and AM/PM Registration	4
3. Lateness to School/Lessons and Authorised/Unauthorised Absences	5
4. Medical Evidence	6
5. Noel Baker Strategy and Holidays During Term Time	7
6. Truancy and Rewards	8
7. Rewards and Communication	9
8. Penalty Notices, GDPR	10
9. Roles and Responsibilities	11
10. Attendance Management	13
11. Noel Baker Academy Strategy	14
12. Appendices	15

Introduction

At Noel-Baker Academy we know that good attendance is crucial to the future educational success of our students. Good attendance at Noel Baker Academy is defined as 97% and above, students who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a feeling of belonging to their class and school community.

The Academy aims to achieve good attendance by operating an attendance policy with which staff, students and parents, the local community and the Educational Welfare Service work in partnership. The Academy will rigorously monitor attendance ensuring a quick and early intervention if attendance falls to an unacceptable level.

Attendance will be promoted and celebrated by staff and the school will liaise with parents and outside agencies to support this. This policy states the Academy's focus and with it, the roles and responsibilities of key stakeholders.

The aims of the policy are:

- to give a clear outline of our strategies to promote good attendance
- to explain the roles and responsibilities of all stakeholders (Tutors, Pastoral Leaders, EWO's, students and parents)
- to explain the procedures for monitoring attendance
- to clarify the mechanisms for dealing with poor attendance

It is our intention to ensure that every student enjoys attending Noel Baker Academy by providing a stimulating, challenging and secure learning environment. All students are expected to attend every day to enhance their learning and progress. Continuity of learning can only take place through regular attendance to the Academy.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers in line with the Noel Baker Academy 'traffic light' banding system relating to school attendance.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all students and this will be communicated through regular contact with parents/carers.

The Academy recognises and adheres to the Education Act 1996 for Attendance, Truancy, Excluded Students, Persistent Lateness and Unauthorised Holidays in Term Time. It also adheres to the Local Authority Code of Conduct and the latest DfE guidelines.

School day timings

Monday, Wednesday, Thursday, Friday			Tuesday		
	Yr 9, 10	Yr 7, 8, 11		Yr 9, 10	Yr 7, 8, 11
08:50 – 09:50	Lesson 1		08:50– 09:45	Lesson 1	
09:50 – 10:50	Lesson 2		09:45 – 10:40	Lesson 2	
10:50 – 11:10	Break		10:40 – 11:00	Break	
11:10 – 12:10	Lesson 3		10:00 – 11:50	Lesson 3	
12:10 – 13:10	Lesson 4		11:50 – 12:55	Lesson 4	
13:10 – 13:40	PSHE (lesson 5)	Lunch	12:55 – 13:25	PSHE (lesson 5)	Lunch
13:40 – 14:10	Lunch	PSHE (lesson 5)	13:25 – 13:55	Lunch	PSHE (lesson 5)
14:10 – 15:10	Lesson 6		13:55 – 14:45	Lesson 6	

AM and PM Registration

Only authorised persons may complete registers and they must be taken at the same time twice a day.

Electronic registers are used in every class as part of the School's Information Management System (Go4 Schools)

If for any reason the electronic register cannot be taken then the office administrator will provide a paper register and will then input it on the electronic register from the office.

AM registers remain open until 9:10am, any child arriving after 8.50am but before 9.10am will be marked as late. Any student arriving after this times without good reason will be classed as unauthorised.

PM registers will be taken during Lesson 4 each day.

At times of exceptional weather the registers may, according to DfE guidelines remain open until 9:30am.

Lateness to School

- Students are expected to arrive for school by 8.30am where daily routines of uniform and equipment will be checked before entering the school building.
- Students enter the building and make their way to their first lesson, lining up outside to meet and greet class teacher at 8:45am.
- If a student arrives late to school between 8.45am and 9.10am, they must sign in at Reception where they will be issued with a late gate card which they will then need to hand to their class teacher upon arrival to lesson.
- As a result of being late to school, students will be issued with a 1 hour same day detention after school from 3.10pm to 4.10pm.
- Failure to attend the 1 hour detention will result in a full day in internal exclusion.
- Students arriving after 9.10am must go to Reception where they will be sent to the Attendance Office on B Floor to sign in. They will then, where appropriate, be issued with a late gate detention card (as above).
- Lateness after 9:10am will be unauthorised and persistent lateness may result in a referral to the Education Welfare Service and a Penalty Notice may be issued.
- Please note that if a parent/carer reports that there are extenuating circumstances that have prevented a student from arriving on time then we will of course take this into consideration.

Lateness to Lessons

- Any student arriving to lesson 3 minutes after the first student arrives will be classed as 'late'. The register will be marked with the 'L' code and the number of minutes recorded on Go4Schools.

Authorised and Unauthorised Absence

There are two types of school absence:

authorised where the school approves the student's absence

unauthorised where the school will not approve the student's absence

Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical support.

If a child is ill, the parent/carer is to call the school before 8.30am and notify the school of the child's absence, the reason and when the child is to be expected back in school (**Tel 01332 572026**). In order for the absence to be authorised we will require a letter from the parent/carer detailing the reason for the absence to be sent upon the child's return to school.

Our expectation is that:

- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the Academy within 24 hours of an absence that this will be marked as unauthorised.
- If your child has been absent for 3 days or more with either illness or unauthorised absence over a 6-week rolling period, the Academy will require some form of medical evidence stating the health reasons for absence. This could be 3 consecutive days or separate days over the 6 week period. Evidence for such absences could be in the form of a note from a health professional, prescription labels and in some cases, evidence of medical appointments.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card. **Please also note whole day absences for medical appointments will not be authorised. Parents/carers are expected to book routine dental, medical or opticians appointments outside school hours.**
- If the student is not in school by 9.30 a.m. and the school has not been contacted by the parent/carer then a member of the Attendance team will contact the parent/carer by text message to find out why the student is not in school. Where the school is also unsure of the reason for illness, or needs clarification about this, then the parent/carer will also be contacted.
- If there has been no communication on the first day of absence the EWO will follow up the absence by visiting the home at their earliest convenience.
- If a student is absent and no contact has been successful by the Academy or the EWO, the student may be referred to Social Care in line with the Academy's Child Protection and Safeguarding Policy.
- If a student is missing for more than two weeks, then s/he will be referred as a 'child missing in education' to the Education Welfare Service.
- If a student does not return to the Academy for a further two weeks and there has been no contact from/with the parents, then his/her place may be removed from the school roll.
- Students' attendance is monitored and tracked against an 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees including prosecution.

Medical evidence

- If letters/notes come from parents/carers directly to the teacher then these should be signed and dated by the teacher and sent to the Attendance office.
- If a teacher receives verbal communication then it must be recorded on the electronic register for the appropriate days and the Attendance office will be informed. Evidence must be provided upon the students return to school in order for the absence to be authorised.
- All information about absences and logs of the Academy's attempts to contact home is recorded electronically on Go4Schools and in student absence records.
- Unfortunately there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved

with the child in order to be able to support the child in the most appropriate manner. The school would like the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent. This bespoke arrangement will be put in place by the Tutor/Pastoral Team.

Noel-Baker Academy Strategy

Noel Baker Academy operates a 'traffic light' system in relation to school attendance. See appendices (Noel Baker Academy strategy). At each stage there will be appropriate interventions:

'Green' signals a good school attendance, where the student's attendance is above 97%.

'Amber' signals a student whose attendance is causing concern. This is where a student's attendance is below 96% but above 93%.

'Red' signals a student who has poor attendance and their attendance level is below 92%.

Holidays in Term Time

- There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Headteacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.
- Notice of your intention to take your child out during term time should be made via the Academy's Leave of Absence Request form which can be found on the Noel Baker website. **If we do not receive formal notification but are aware that you are on holiday then the below remains the same.**
- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Headteacher by a parent with whom the child normally resides; and the Headteacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Due to the timing of internal year examinations and the GCSE and vocational examination period falling in the months of May and June, the Academy cannot condone any absence during this period except in the most exceptional of circumstances. Students who are

knowingly taken from the Academy to go on holiday during this period will be referred to Education Welfare for Penalty Notices to be issued.

Please refer the Government website for details of these notices and their present value www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance

Truancy

- If the student is known to have been in school, but has not attended all, or some of their lessons without reason, then they are classed as truant.
- If this is to occur, then the truant will be placed into internal exclusion and serve a 1 hour after school detention on the same day. Parents/carers will be notified of the incident.
- If the truancy persists a parental meeting will be conducted and further actions and/or strategies will be implemented to rectify the behaviour.
- If it is believed that the truant has left the school site then, the Academy will inform the parent/carer should the student not be found. In this situation we would advise the parent/carer to contact the child themselves.
- If the school is unable to contact the parent to inform them of their child's truancy, then messages will be left with the parent. As a school we will endeavour to try all available contact numbers on the school system to notify the parent of the truancy.
- If no contact can be made the school may be left no other option but to contact the police.
- In either case, the student's sanction will be similar to the previous example.
- Sometimes parents/carers believe that their child is at school, but the student has not actually entered the building. Should this happen then, the school would naturally believe the student to be absent and would contact the parent/carer for a reason for the absence. If we are unable to contact the parent then messages will be left to make sure that the parent is aware of the absence. At this point the truancy would come to light. In this situation we would advise the parent/carer to contact the child themselves, but if they do not get any response, then we would advise that they contact the police. For this reason it is important that parents keep the school informed of any changes of contact details.

Rewards

Celebrating success is a key aspect of school life at Noel Baker Academy. Below is a list of ways in which students will be rewarded for attendance to school:

Weekly:

- Reward points for 100% attendance
- 100% attenders to be celebrated in assemblies
- Winning tutor group celebration – each year group to be delivered cookies or similar
- Tweets or updates using the Academy's facebook page

- Improved attenders
- 1 reward point issued

Half Termly:

- 100% attendance certificates
- Celebration assemblies – 100% and most improved
- Celebration lunch
- Prize draw
- 5 extra reward points issued

Termly:

- Celebration assemblies – 100% and most improved
- 100% attendance certificate – Term 1 = bronze, Term 2 = silver, Term 3 = Gold Platinum for all 5 years at 100% attendance
- Cinema experience
- Prize draw
- 10 extra reward points issued

Annually:

- Celebration evening to be held at Christmas including celebration of exam results, faculty/pastoral awards and sporting achievements
- 100% attendance certificates
- 100% badges – Gold (platinum for all 5 years at 100% plus lunch offsite with the Headteacher at a venue TBC)
- Prize draw for big prizes at the end of the year
- 20 extra reward points issued

Communication with parents/carers

- Attendance to be communicated to parents/carers during Parents Evenings
- Parents/Carers invited to Attendance Evenings
- Parents/carers are regularly informed about attendance issues in the Headteacher's newsletters
- Attendance newsletters are sent out every term reminding parents of the academy's monitoring procedures for attendance
- Letters are sent about absence and lateness, stressing the legal requirements for students to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of students whose attendance is a cause for concern are sent letters to inform them of the Academy's intended actions in line with the 'traffic light' banding system. See appendices (letter 1 – 5)
- The Academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the Academy
- Social media, e.g. Twitter or Facebook, will be used to effectively communicate and update parents/carers on attendance within year groups. This will be communicated on a regular basis

Penalty Notices

Under the Education Act 1996, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any student who fails to attend school regularly
- at the request of the Headteacher in respect of any students who are regularly late after the close of the register
- where absences have occurred due to unauthorised holidays being taken in during term time

All the above is subject to the Academy making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the Academy website and ensuring the Governing Body have adopted the policy and therefore support the action.

Off Site Provision

Either students are registered prior to attending off site provision or registration data is forwarded to the school daily. The above practices for absence will be applied to in line with the Academy's Attendance Policy.

General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Review

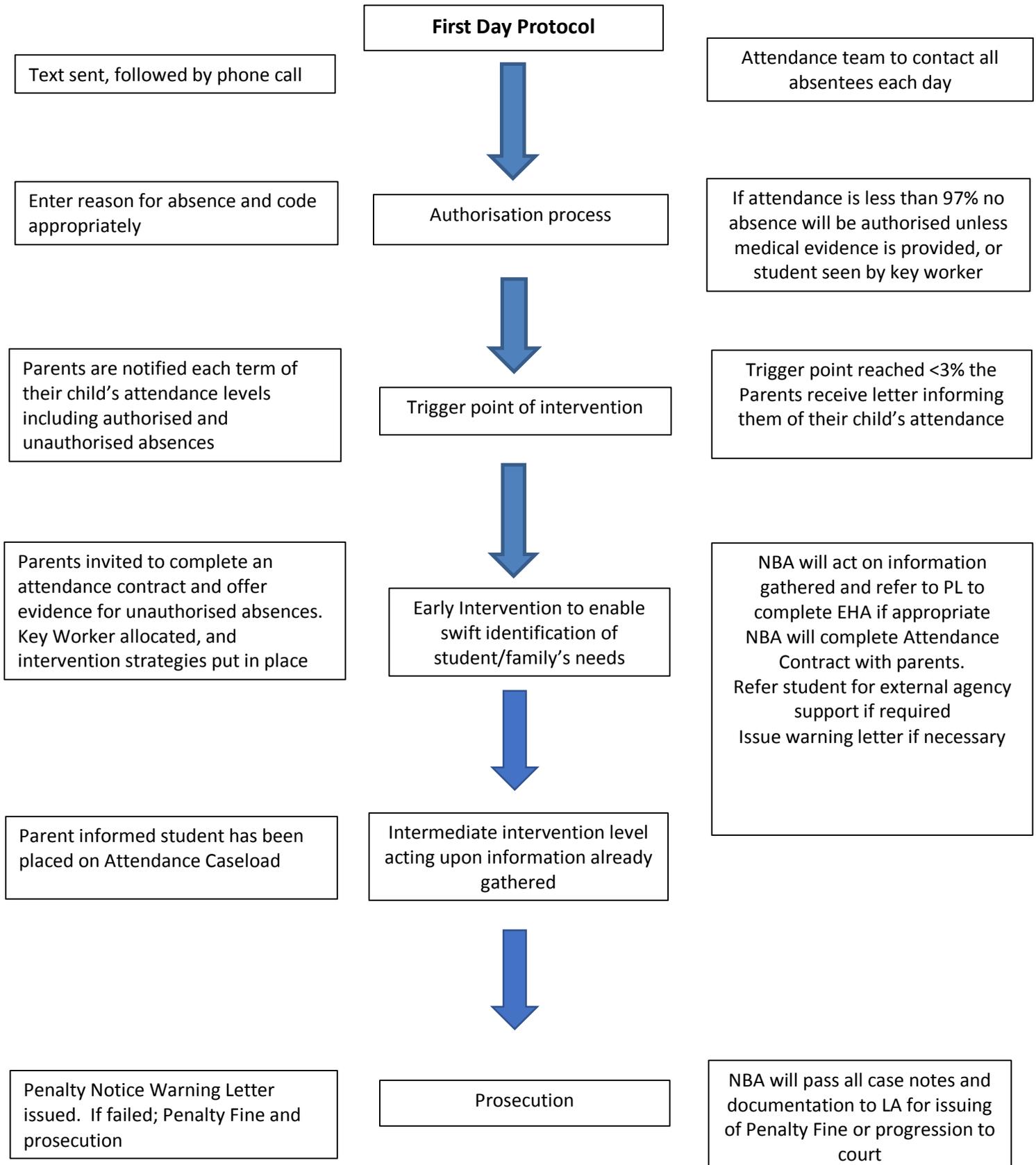
- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every week and updated each half term to be included in the Headteacher's Report to Governors.

Role and responsibilities - All stakeholders play a vital role in ensuring students are attending school regularly and on time. Below are the roles and responsibilities of key stakeholders in ensuring students attend school.

Stakeholder	Role and responsibility
Tutors	<ul style="list-style-type: none"> ✓ To keep an accurate attendance register ✓ To praise students for punctuality and good attendance ✓ To play their part in the monitoring of students absence and act as a point of contact for a parent who is concerned about their child's health/attendance. ✓ To contact home if attendance falls below 95%. ✓ To liaise with the Pastoral Leader and Attendance team as appropriate around reasons for student absence ✓ To mentor and support students to achieve a good level of attendance ✓ To update attendance notice board ✓ To distribute and collect ay medical evidence or absence letters
Pastoral Leaders	<ul style="list-style-type: none"> ✓ To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers) ✓ To maintain an overview of the attendance of students in their year group. ✓ To praise and celebrate students for punctuality and good attendance in assemblies ✓ To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance ✓ To monitor attendance and arrange for the parent to be informed when their child has dropped below 97% attendance (this amounts to 6 days in an academic year) ✓ To liaise with targeted support and other agencies around the attendance of their year group
Attendance team	<ul style="list-style-type: none"> ✓ Regular and prompt recording of attendance. ✓ Early contact with parents when a student fails to attend school without providing a good reason ✓ Students with attendance below 97%, whether absences are authorised or not, will be closely monitored ✓ All students' attendance is monitored daily, and every week data from the electronic register is analysed ✓ To implement the 'traffic light' banding system when monitoring attendance every week (please see next page) ✓ Statistical evidence for the whole academy and for individual classes is analysed every week and shared with staff ✓ The Assistant Head, Student Support Manager, EWO's and Pastoral Leads will review students' attendance weekly
Students	<ul style="list-style-type: none"> ✓ Attend school every day ✓ Be punctual to all lessons and be appropriately prepared for the day ✓ Inform their tutor of any problem or reason that is known in advance that may prevent them from coming to school

	<ul style="list-style-type: none">✓ Follow the correct procedure of informing a member of staff if they need to leave the school grounds for any reason during the school day. Students must not leave the school site without permission
Parents	<ul style="list-style-type: none">✓ Provide the Academy with up to date home and emergency contact details✓ Ensure their child attends school every day, as is their legal duty as parents/carers✓ Contact the Academy on the first and each subsequent day of absence, unless a definite date of return is known. Parents/carers should offer reasons for the absence but whether or not the absence is marked as authorised is a decision that can only be made by the Academy✓ Ensure their child/ren arrive on time and well prepared for the school day. Session registers are kept open for half an hour. Students arriving after 9.15am or 1.55pm without a reasonable explanation will be marked with a 'U' code. This counts as an unauthorised absence which could lead to legal proceedings✓ Contact the Academy in confidence whenever any problems occur that may affect their child/ren's attendance or performance in school

Attendance Management



Noel Baker Academy Strategy

0 – 3%

Students whose attendance is within these parameters should be congratulated and receive positive encouragement to maintain high levels of attendance. Actions at this level are the responsibility of the Tutors. Information will be supplied weekly for Tutor Time activities by the Attendance Team.

Form Tutor

- Celebrate class achievement
- Celebrate individual achievement
- Verbal praise & encouragement
- Maintain form attendance board

4 -7%

Attendance at this level is beginning to be a cause for concern. Reasons for absence may be authorised. Early intervention is a preventative measure. Form Tutors have a key role in seeking reasons for absence with students. Pastoral Leaders/Attendance Team to provide advice and support to ensure student's needs are met. Attendance Manager will consider the need for a parenting contract or Penalty Notice Warning Letter. All parental contacts to be recorded.

Form Tutor

- Speak to child about reasons for absence
- Forward any pastoral concerns to EWO's/Pastoral Leaders

Pastoral Leaders

- Learning mentor or Teaching Assistant support
- Booster classes/ 1:1 tuition (if appropriate)
- Seek school nurse support (if applicable)
- Education Welfare Officers (EWO's)
- Text message/phone call for every day of absence
- Consider if EHA intervention required
- Parenting contract agreed/Action plan to be completed – review after 4 weeks (Attendance Panel if no improvement)
- 1 to 1 meetings with students

There are serious concerns over attendance at this level and the student is at risk of becoming persistently absent (PA) or all absence unauthorised. Formal intervention required. Attendance Manager to take lead role in liaising with parents to ensure support for their child's attendance. The completion of a EHA/attendance action plan has assisted in identifying the issues that are affecting the student's attendance but has not made an impact. Targets and parenting contract (if required) agreed with parents at attendance panel.

Form Tutor

- Continue to speak to child about reasons
- Forward any pastoral concerns to Pastoral Leaders/EWO's

Education Welfare Officers

- Text message/phone call for every day of absence
- Home visit for every absence if on PA list
- Review action plan and convene Attendance Panel if needed
- Completion of EHA
- Penalty Notice Warning Letter sent/monitored
- External Case Work support

Below 8%

A student with this level of attendance is in a high-risk group and will be identified as persistently absent (PA). PA list reviewed daily. Identification of Student need has taken place via Action Plan/EHA. A key member of staff is allocated to ensure support is available e.g. PSO(DDSL). Child in Need Meeting/Legal intervention/Multi Agency Team involvement to ensure parents accept their legal & moral responsibilities to support their child. Prosecution takes place where circumstances allow.

Education Welfare Officer

Identify member of staff to be student & parents key contact in the Academy

- Attendance panel actions/outcomes reviewed and follow up if required
- Review Parenting Contract/Action Plan and follow up if required
- Revisit EHA/Multi Agency involvement
- Child in Need meeting if appropriate
- Prosecution
- Attendance Team make weekly contact with parent

Operational DSL

- To monitor and support child
- Review and coordinate resources to support child
- Key contact for external agencies

Pastoral Leaders

- Ensure curriculum provision/supports meets student's needs
- Ensure reintegration/support strategies are in place

Whole School Approach

The Academy is a welcoming, supportive environment for learning to take place where students feel safe. There are clear links between regular attendance and educational outcomes for students. High priority is given to their health and emotional well-being needs being met. Attendance is a responsibility shared by all school staff. Parents and students are supported by caring staff.

Letter 1

Address

Date

Dear

Re:

I have recently carried out a review of attendance across the school for all students.

At Noel Baker Academy, the target attendance for the academic year is 97%. This is to give students the best chance of success and to ensure they develop good habits for future employment.

Child's Name current attendance is 0% which falls short of our academy aspirations. The Attendance Team will continue to monitor progress and will contact you again if there are further concerns.

If you would like to discuss this further please contact the Attendance Team on 01332 572026.

Yours sincerely

Education Welfare Officer

Letter 2

Address

Date

Dear

Re:

Having written to you recently expressing my concern about Child's Name attendance, we have continued to monitor them and are concerned that there has been little or no improvement. I have enclosed a copy of Child's Name attendance certificate.

Although some absences may have been authorised for medical appointments or other circumstances, evidence shows that attendance below 97% severely damages a child's chances of success at school.

If there are extenuating circumstances for the absences or Child's Name has a problem which the school should be made aware of, please contact us to discuss the situation further. We will continue to monitor the situation closely and intervene where appropriate to support an improvement.

In order to authorise any further days off for medical reasons proof will be required such as an appointment card, letter or a prescription label/slip.

I look forward to seeing an improvement and your cooperation in this matter is much appreciated.

If you would like to discuss this further please contact the Attendance Team on 01332 572026.

Yours sincerely

Education Welfare Officer

Letter 3

Address

Date

Dear

Re:

Having written to you recently expressing my concern about Child's Name attendance, I am pleased to report that we have seen a significant improvement over the last half term.

Child's Name attendance now stands at 0% and based upon the progress recently made, I am extremely confident that by the end of the year this will be closer to the school target of 97% that we ask our students to aim for.

Thank you for your support, without which this would not have been possible.

If you have any issues or concerns then please do not hesitate to contact either the Attendance Team, your child's Form Tutor or Pastoral Leader.

Yours sincerely

Education Welfare Officer

Letter 4

Address

Date

Dear

Re:

I am writing to express my concern that Child's Name attendance has now fallen to 0%. This falls significantly short of the academy target of 97%.

Full time school attendance is a legal requirement under Section 444(1)/(1A) 1996 Education Act, unless there is a significant reason preventing your child from attending school. If your child is ill and unable to attend school full time you are required to:

- Contact school before the start of each school day, and provide details of the school absence, both by phone and in writing
- Seek medical assistance for your child and provide medical appointment cards and/or supporting statements.

Non-school attendance impacts on your child's educational and social progress. In some circumstances, children who fail to attend school also place themselves at risk. Maintaining regular contact with school to monitor their progress is essential.

Should no further improvement be made, a formal meeting may be required. This would provide you with an opportunity to provide any supporting evidence for the level of absence recorded.

Ultimately, with no improvement in attendance and no satisfactory justification, I am duty bound to consider a referral to the Education Welfare Service. This could result in a penalty notice or court action.

Yours sincerely

Education Welfare Officer

Letter 5

Address

Date

Dear

Re:

Due to the continuing absence of Child's Name an appointment has been booked for Day/Date at Time at Noel Baker Academy to discuss an attendance improvement plan.

This meeting will be used to discuss how school, parents and the student can work together to improve attendance and to discuss any potential barriers to attendance. Please bring any evidence for your child's absence to this meeting, e.g. medical appointments.

Due to the seriousness of the absences, failure to contact the school or attend this meeting may result in further action being taken.

As Child's Name absences remains high we are no longer able to authorise any further days off until medical proof is provided such as appointment cards, letters or a prescription label off prescribed medicine.

Please note, you, as parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and failing to do this could result in prosecution where is found guilty in court you could be; fined up to £2,000, given a community Order or receive up to a 3 month prison sentence. The court may also issue you with a parenting order.

If you have any further queries or need to re-arrange the appointment please contact the Attendance Team on 01332 572026.

Yours sincerely

Education Welfare Officer