

Attendance Policy

(Pending Governor Ratification)

Temple Learning Academy



Approved by:	Stuart Huddleston	Date: March 2022
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ATTENDANCE POLICY (STUDENTS)

THE LAW:

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at school, parents have the primary legal responsibility for ensuring that their child attends regularly.

1. RATIONALE OF THE POLICY AS OUTLINED BY THE DEPARTMENT FOR EDUCATION

1.1 The school supports the underlying rationale of the DfE's aims of the behaviour and attendance strand to secure positive behaviour and attendance by:

1.1.1 offering appropriate support to staff to help students learn positive behaviour and habits of regular attendance.

1.1.2 promoting the kinds of planning, teaching and school routines and procedures that support good learning, constructive behaviour and regular attendance.

1.1.3 ensuring all students are motivated to attend school and supported to engage fully in their learning.

1.1.4 sharing good practice across schools to promote effective strategies to improve behaviour and attendance for learning.

1.1.5 engaging the wider community in a more coherent and imaginative approach to local students, particularly those that are disaffected.

2. SCHOOL'S RATIONALE

2.1 To create a culture in which full attendance is seen as an essential building block in students accessing learning, maximising their opportunities for development and achieving the highest levels of excellence.

3. PRINCIPLES

3.1 Our specific principles relating to attendance include:

3.1.1 an agreement by students, parents and staff to support our rationale that full attendance enables students to gain the highest levels of achievement.

3.1.2 an agreement that lateness can undermine the learning process and that a positive approach to attendance and timekeeping is essential and should be an integrated part of the Behaviour for Learning system.

3.1.3 a challenging yet supportive approach to achieving full attendance.

3.1.4 a co-operative approach to the development and implementation of attendance strategies between students, parents and staff.

3.1.5 a commitment to work co-operatively and collaboratively with our Trust partners, Temple Newsam Community Partnership (TNCP), the Red Kite Learning Trust (RKLT) and any outside agency that will enable our school to achieve full attendance.

3.2 The school's practice in relation to gaining full attendance is based upon legislation, DfE guidance, and Local authority guidance.

4. PROCEDURES

4.1 General Procedures and attendance and times of the school day

4.1.1 the Secondary school opens at 8.00 am for students to access breakfast facilities; the Primary school doors open at 8:20am.

4.1.2 the Secondary school day for attendance purposes is composed of the following elements:

Time	School activity
8:25-9	Guidance
9-10	Period 1
10-11	Period 2
11-11:20	Break
11:20-12:20	Period 3
12:20-13:20	Period 4
13:20-14:10	Lunch
14:10-15:10	Period 5

The Primary school day also begins promptly at 8:25 and ends at 15:10.

4.2 Recording Attendance and Absence:

4.2.1 attendance will be recorded electronically in all lessons through the use of class based computers.

4.2.2 For Secondary, Guidance and Period 3 are designated as the registration points of the morning and afternoon sessions.

4.2.3 if there are any computer problems an email must be sent to TLA Attendance listing present students within the first ten minutes of a lesson

4.2.4 Secondary students attending after 8.25 must enter through the Spine Door to be signed in by a member of the Attendance Team. Students arriving after 9am must enter the school through Main Reception and sign in via In Ventry.

Primary students attending after 8:35 must enter through the Primary reception area. Students arriving after 9am must enter the school through Main Reception and sign in via In Ventry.

4.2.5 the parents of students who are absent will be contacted by text on the first day of absence and every day where contact is not made with school.

Parents must:

4.2.6 make telephone contact on first day of absence stating a specific reason for Absence

4.2.7 contact the school on each day of a child's absence, unless the school has received advanced notification of the length of absence, in the form of a hospital admission or medical certificate.

4.3 Lateness:

4.3.1 lateness will be processed by the Attendance Administrator.

4.3.2 Secondary students who are late after 8.25 am will initiate a direct consequence of a punctuality detention of 15 minutes during breaktime that day. Students who are regularly late will be sanctioned as per the below:

Late per half term	Sanction
1st	Break time detention
2nd	Break time detention
3rd	30 mins after school detention
4th	60 mins after school detention
5th	60 mins after school detention
6th	Day in isolation
7 th plus	60 mins after school detention – every third to be a day in isolation

4.4 The Graduated Response

4.4.1 students' attendance will be monitored very closely by the Attendance Team.

4.4.2 the Attendance Improvement Officers (AIO) will have an overview of students whose attendance is dropping and consider if support is required by looking at reasons and patterns of absence.

4.4.3 the Attendance Improvement Officer and further Attendance Team will make contact via telephone or text message with the family on any day of absence where no contact has been made.

4.4.4 home visits will be made on the first day of absence if contact cannot be made for students, or if the reason given by parents/carers is not deemed acceptable.

4.4.5 home visits will be conducted on day 3 and day 5 of absence.

4.4.6 for students with longer term absence, weekly welfare checks will be conducted by members of the Attendance Team or Safeguarding Team.

4.4.7 Following any further unauthorised absences, a letter will be issued to parents informing them of the decision to progress the case down the Fast track or Case Work Legal route. Attendance will continue to be monitored under the fast-track local authority system and meetings and home visits will take place where appropriate.

4.4.8 the Attendance Team may consider a referral to the Temple Newsam Cluster meetings after initial interventions have taken place to initiate support

4.4.9 At the end of each academic year any student with below 90% attendance will be sent a letter outlining the need for proof of illness for any future absences in the next academic year.

4.5 Truancy:

4.5.1 the Attendance Team and Pastoral Team will be key in the identification of external truancy and will work with the student and parents to develop a re-engagement package. An attendance contract may be issued for persistent truancy to monitor and support the student.

4.5.2 it is the role of the classroom teacher to inform the Pastoral Team of any suspicious absence within the first 10 minutes of any lesson via 'Attendance Alert' on ClassCharts;

4.5.3 all students signing out must be passed to the Attendance Team to be recorded onto Arbor immediately by the Admin Team

4.5.4 Internal truancy is prevented using the staff protocols guide. The consequence for internal truancy is 5 consecutive lessons in Isolation.

4.6 Holiday procedures:

4.6.1 the school and the RKLTA agree that any absence from school will interfere with a student's ability to reach the highest standards of attainment and therefore believes that family holidays should occur during school holidays and outside of term times.

4.6.2 only in exceptional circumstances will the school/Trust consider an application for a holiday. The following steps should be undertaken.

4.6.3 a Holiday Form is completed and returned to the Attendance Team at least two weeks before the requested holiday.

4.6.4 the Principal or delegated Deputy Principal, will consider the family's reasons for undertaking a holiday during term time in line with the Trust's 'Holidays in Term Time' policy. Authorisation can only be granted in exceptional circumstances.

4.6.5 failure to ask for permission will result in the absence being recorded as unauthorised and subject to a potential fixed penalty fine from the Local Authority.

4.6.6 If the holiday is for 5 days or more, the family will be subject to a holiday fine from the Local Authority.

4.7 Children missing from education

4.7.1 a child going missing from education is a potential indicator of abuse or neglect, as referenced in section 164 of KCSIE ([Keeping children safe in education 2021](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/462011/Keeping-children-safe-in-education-2021.pdf) (publishing.service.gov.uk) As a result of this, poor or unexplained absences will be followed up relentlessly by the TLA Attendance Team. School and college staff members must follow the Leeds Childrens' Service LA Procedure: Contact: cme@leeds.gov.uk 0113 378 9686.

4.7.2 children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. School and college staff members should follow the school's or college's procedures for dealing with children who are absent/go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

4.7.3 we will comply with our statutory duty to inform the Local Authority of any pupil who falls within the reporting notification requirements outlined the Children Missing Education – Statutory Guidance for Local Authorities (DfE September 2016).

4.8 Positive rewards and attendance:

4.8.1 All students should aspire to 100% attendance each half term. Attendance in school has a proven correlation with high outcomes and employability.

4.8.2 Rewards for attendance are incorporated in the school's rewards system. All students should aspire to 100% attendance.

4.9 Exclusions

4.9.1 The school will ensure that any student who has been excluded for a fixed period of up to 5 days will receive appropriate work to complete at home during the exclusion period.

4.10 Absence due to long term medical reasons:

4.10.1 the Attendance and Pastoral Teams will monitor the attendance of any student who is receiving medical attention that involves absence from school. The Pastoral Team will liaise with home and provide work, as appropriate. This may include appropriate computer packages that aid home learning

4.10.2 appropriate phased re-integration will be organised in consultation with the student, the parent and external agencies.

4.11 Support for re-integrating students

4.11.1 Students who displayed significant difficulties in accessing school will be supported in their reintegration back into school

4.12 Absence and examinations

4.12.1 The school will ensure that students will have every opportunity to undertake external examinations if suffering from a medical condition or having been excluded.

4.13 External support:

4.13.1 the school will work in partnership with the TNLC/Cluster Team to provide appropriate support for families (parents and children) in an attempt to remove all barriers to poor attendance.

4.13.2 the school will work with local agencies in developing programmes of intervention for individual/ family cases and in developing strategic plans for supporting students and families experiencing social stress.

4.13.3 the school will work in partnership with other Trust schools in best use of the Attendance Improvement Officer (AIO) intervention and in implementing the Trust's Policy on attendance alongside the school's.

4.14 Monitoring (Operational):

4.14.1 For secondary students, the initial stage of monitoring of attendance is undertaken by the form tutor and the student themselves; students should expect to be questioned about their absence and the reasons for it on their return to school.

For primary students, the initial stage of monitoring of attendance is undertaken by the class teacher and the student or parent/carer - whichever is more appropriate.

4.14.2 further monitoring is undertaken by Attendance Team and the family, with continued reference to the Attendance Graduated Response.

4.15 Monitoring (Strategic)

4.15.1 The monitoring of the Attendance Development Plan, the attendance elements of the School Improvement Plan and the achievement of attendance targets is undertaken by the Assistant Principal (Attendance), the Principal and the nominated governor responsible for attendance through the academic year. In addition to this, TLA holds a weekly meeting with all relevant personnel from both the pastoral and academic teams to discuss each student in the school over the course of a half term. This ensures no child goes unnoticed.

5. KEY ROLES AND RESPONSIBILITIES

5.1 Classroom Teachers

5.1.1 Each teacher is responsible for maintaining an accurate record of students' attendance to their lessons using Arbor. Staff also have the responsibility of informing the Attendance and Pastoral Team of any suspicious absence at the earliest opportunity.

Form Tutors/Class Teachers

5.2.1 Each form tutor/class teacher is responsible for monitoring the attendance of the students in their form. Form Tutors are responsible for having a conversation with students in their form who return from absence.

Administrator responsible for Attendance

5.3.1 The Attendance Administrator is responsible for communication with parents/carers on a daily basis where contact with school has not been made or the reason for absence is not clear. The Attendance Administrator is responsible for tracking the student's attendance and initiating communication home in line with the schools monitoring and response protocols. The Attendance administrator will work under the supervision of the Assistant Principal for Attendance and support them with any information required to maximise attendance across school.

5.4 Designated Leadership Team Member with Responsibility for Attendance

The central responsibilities of Assistant Principal (Attendance) are:

5.4.1 to ensure that attendance is strategically planned as outlined in the School Improvement Plan.

5.4.2 to ensure that the Senior Leadership Team (SLT) is regularly informed about attendance progress towards achieving targets.

5.4.3 to ensure that the Governing Board is regularly informed through the designated governor.

5.4.4 to ensure that regular meetings take place with the Pastoral and Attendance teams to discuss attendance, identify concerns early and formulate a strategy for dealing with them.

5.5 Designated Governor with Responsibility for Attendance

5.5.1 The designated governor with responsibility for attendance will act as a critical friend to the designated leadership team member responsible for attendance and report directly to the full governing board. The governor will ensure targets are set, action plans are reviewed, and new plans are formulated which will enhance the principles of this policy.

6. REVIEW

6.1 The school is committed to reviewing the effectiveness of the Attendance Policy through the monitoring procedures of the School Improvement Plan, the review of the yearly attendance action plan and through consultation with students, parents, staff, governors, the Trust and representative external agencies