

Don Valley Academy & Performing Arts College



EVERY CHILD MATTERS

ATTENDANCE POLICY

REVIEWED March 2017

Don Valley Academy & Performing Arts College has a positive ethos.

- We work in partnership with parents
- We have inclusive principles
- We work in an atmosphere of mutual respect and consideration

In our academy there is the right to:

- **Learn** in an encouraging environment
- Feel **safe** and cared for in the academy
- **Achieve** the best qualifications possible
- **Enjoy** time in the academy
- **Know** that any adult in the academy can be approached for help, advice or guidance

For students to gain the greatest benefit from their education it is vital that they accept our minimal expectations which are:

- **Attend the academy regularly**
- Are **punctual**, arriving to the academy and lessons on time
- Have the correct equipment and attitude for learning

WHY REGULAR ATTENDANCE IS IMPORTANT

Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Any student's absence disrupts teaching and learning routines, so may affect the learning of others in the same class.

Ensuring regular attendance is a parent's legal responsibility and permitting absence from the academy without a good reason creates an offence in law and may result in prosecution.

PROMOTING REGULAR ATTENDANCE

Helping to create a pattern of regular attendance is everybody's responsibility, parents, students and all members of staff.

There is a clear understanding by all staff of the links between behaviour, attendance and student progress and attainment.

TO HELP US ALL FOCUS ON THIS WE WILL:

- Report to parents half-termly on attendance and punctuality
- Celebrate and reward good attendance in a number of ways
- Work and meet with parents to raise attendance levels across the academy
- Support and guide parents with any issues

UNDERSTANDING TYPES OF ABSENCE:

Every half day absence from the academy has to be classified by the academy (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably by telephoning the academy on the first day of absence, or a note from parent/carer.

Please note that the academy does have an answer machine service so that messages can be left out of academy hours.

If your child has any medical appointments during academy time, they are expected to where possible attend the academy before and after their appointment. Your child will need to bring the appointment card/letter to student reception in order to support this.

Uncertified illness of more than 2 days will not be authorised, unless there is an on-going medical condition that the Academy are already aware of, and evidence has been received.

The Academy does not accept keeping your child off with minor ailments, such as a headache or slight cold. Repeated absences of this nature will require medical evidence to support the absence.

During an academic year, when a student has had three separate illness related absences, any subsequent absence may not be authorised unless evidence is provided. This could be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Please note that the Academy is not asking any parent to incur a charge for such information and will not be liable for the cost.

Unauthorised absences are those which the academy does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes: (Please note this list is not exhaustive)

- Parents/carers keeping children off from the academy unnecessarily
- Truancy before or during the academy day
- Absences which have never been properly explained
- Students who arrive in the academy too late to get a mark
- Shopping, birthdays, hair appointments or looking after other children or family member.
- Day trips and holidays in term time.
- Not having the correct school uniform
- Visits from relatives

Any student who has unauthorised absences recorded in the register, we may request that a visit from the Local Authority Education Welfare officer is made, which in turn will trigger a period of monitoring of attendance. If attendance has not significantly improved within the monitoring period of the visit, a Penalty notice (fine) will be issued.

If your child is reluctant to attend the Academy, or is having any problems with irregular attendance then this is best sorted out between the academy, the parents and the child.

If there are any concerns about your child's attendance, please contact Mrs Hepworth, Attendance Manager, or your child's Learning Manager who will be pleased to help.

PERSISTENT ABSENCE (PA):

A student becomes a 'persistent absentee' when they miss 10% or more of their attendance across the academic year for whatever reason. Absence at this level is doing considerable damage to any young person's educational prospects. As an academy we need parents' fullest support and co-operation to tackle this.

Absence is monitored thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark, parents/ carers will be immediately informed.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic tracking as absence affects progress and attainment. An Action Plan is completed for each student.

All our potential PA students and students with less than 90% attendance are automatically made known to the Local Authority every term

Any student whose attendance falls below 90% may receive a home visit from a member of staff each time they are absent

ABSENCE PROCEDURES:

If your child is absent you must:

- Contact the academy by **8.25 am** on the first day of absence and any subsequent days they are absent.
- Send a note in on the first day they return to the academy, with an explanation of the absence- this note must be brought to Student Services, with the child's full name and form on.

If your child is absent and we have not received a reason we will:

- Telephone or text on the first day of absence.
- Chase the following day – and then follow up in writing.
- May make a home visit

TELEPHONE NUMBERS:

There are times when we need to contact parents/ carers about lots of things, for example if your child is unwell or we need to make contact if your child has an unexplained absence, so we need to have your up to date contact numbers at all times.

Please note no student is sent home unwell without making contact with a parent or carer. We expect all students to be collected by an adult when they are unwell,

CONCERN WITH ATTENDANCE

If we have a concern regarding your child's attendance we will:

- **Send out a cause for concern letter out to you, however if attendance does not improve we will invite you** in to discuss the situation with Mrs Hepworth our Attendance Manager, who will liaise closely with the relevant Learning Manager to resolve any issues. This may include a Pastoral Attendance Plan having to be completed which will then be monitored on a weekly basis, if your child's attendance does not improve, you will be invited back in for a further meeting. This may include completing a CAF, which may identify further intervention from outside agencies in order to resolve any issues which may be preventing or discouraging your child from attending. However if attendance has not improved following these intervention we will have no alternative but to refer the case to the Learner Engagement Service.

THE LEARNER ENGAGEMENT SERVICE:

Parents are expected to contact the academy at an early stage and to work with staff in resolving problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the academy will refer the child to the Learner Engagement Service. They will also try to resolve the situation by agreement but, if other ways of trying to improve the attendance have failed and unauthorised absence persists, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at the academy are available from the Academy or the Local authority.

ATTENDANCE PANELS:

Once a case has been referred to the Local Authority a School Attendance Panel will be held. This panel will be convened to meet with parents/carers whose child's attendance is causing the academy concern. An Education Welfare Officer will attend as a representative of the Local Authority along with a Senior member of staff. You and your child would be invited to attend the meeting to discuss how to improve your child's attendance and future legal implications.

LATENESS:

Poor punctuality is not acceptable. If your son/daughter misses the start of the day they can miss work and do not spend time with their Form Tutor getting vital information and news for the day. Late arriving students also disrupt the learning in lessons. It can be embarrassing for the child and can encourage absence.

How we manage lateness:

The academy day starts at **8.25am** and we expect all students to be in class at that time.

If a pupil arrives into the academy after **8.25 am** they **MUST** report to STUDENT RECEPTION to sign in.

At **9.00am** the registers will be closed. In accordance with the Regulations, if a student arrives after this time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and will mean they have an unauthorised absence, this code is a **U**. This may mean that you could face the possibility of a **Penalty Notice** if the problem persists.

Students who are late to the academy after **8.25 am** will be issued with an hours same day detention. If the student already has a detention for that particular day, then it will be re-arranged for the next available day depending on whether they have detentions already.

Parents/Carers will be notified by text or telephone of the detention.

A student with a Persistent late record will be asked to meet with Mrs Hepworth, Attendance Manager to resolve the problem. However, you can approach the academy at any time if you are having problems getting your son or daughter to the academy on time.

HOLIDAYS IN TERM TIME:

In line with the Governments new legislation effective from 1st September 2013 no requests for holidays can be authorised except in exceptional circumstances.

For the academy to consider exceptional circumstances a leave of absence form must be submitted at least four weeks before the proposed start of the holiday and booking the holiday. For the Academy to consider exceptional circumstances the request must be put in writing together with any supporting evidence. A meeting or phone call will then take place to discuss the request.

All holidays will be classed as unauthorised, unless you receive confirmation in writing from the Academy that the holiday has been authorised. There are no exceptions.

All holidays that are unauthorised will be referred to the Local Authority to issue a Fixed Penalty Notice.

When a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 28 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at the academy. Please note that a separate **Fixed Penalty** Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

ACADEMY TARGETS:

The academy has targets to improve attendance and you have a vital part to play in meeting these targets.

Whilst we strive for every student to achieve 100% attendance the minimum level of attendance for this academy is **97%** attendance and we will keep you updated regularly about progress to this level and how your daughter's/son's attendance compares.

Our target is to achieve better than this however, because we know that good attendance is the key to successful education

Through the academic year we monitor absences and punctuality to show us where improvements need to be made.

Those people responsible for attendance matters in this academy are:

Attendance Manager: Mrs Hepworth (first point of call)

Year 7	Mrs Cadman	Learning Manager
Year 8	Miss Watson	Learning Manager
Year 9	Mrs McMahon	Learning Manager
Year 10	Mr Preston	Learning Manager
Year 11	Mrs Hood	Learning Manager

Assistant Principal

Mr Oldfield

SUMMARY:

The academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All academy staff are committed to working with parents and students as the best way to ensure as high level of attendance as possible.

Date of Policy: May 2009.

Date of Policy Review: **March 2017**

OUR ACADEMY DAY

Timings of the Academy Day

	All students to arrive in school by 8.20		
8.25 – 9.25	Period 1		
9.25 – 10.25	Period 2		
10.25 – 10.40	Break Years 7/8/10	Tutor Time Years 9/11	
10.45 – 11.00	Tutor Time Years 7/8/10		Break Years 9/11
11.00 – 12.00	Period 3		
12.00 – 12.30	Year 7 Period 4 (a)	Years 9 & 11 Lunch	Year 8 & 10 Period 4
12.30 – 1.00	Year 7 Lunch	Years 9 & 11 Period 4	
1.00 -1.30	Year 7 Period 4 (b)		
1.30 – 2.30	Period 5		

Lessons
Tutor Time
Breaks & Lunch