

Enterprise South Liverpool Academy

Attendance Policy

The sponsors' mission is that the Enterprise South Liverpool Academy (ESLA) equips all members of its learning community with the values, skills and attributes they will need for personal success and well-being in a multi-cultural society and global economy

Also to significantly contribute to community cohesion and regeneration as a centre of learning to provide support, training and business opportunities for the benefit of all local people.

*The **Enjoyment of Learning**, the opportunities provided through the **Enterprise and Business and Languages for Business** specialisms and a culture that reflects **Christian Values and Principles** are the core characteristics of the Academy. These complementary core elements are evident in everything the Academy does and represents.*

APPROVED DATE	Pending - Governors		
REVIEW DATE	DRAFT REVIEWED DECEMBER 2015 J. HOUGHTON NEXT REVIEW DATE DECEMBER 2017		
SIGNED HEAD OF SCHOOL		PRINT NAME	KEVIN UNSWORTH
SIGNED CHAIR OF GOVERNORS		PRINT NAME	KEITH SEXTON

INTRODUCTION

Improving attendance is fundamental to the success of the students and the success of Enterprise South Liverpool Academy. The school recognises that poor attendance disadvantages children. We aim to ensure that the students in the school attend regularly and on time.

The school 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. School staff are committed to working with parents as the best way to ensure as high as level of attendance as possible.

The Academy aims to cater to the needs of individual student's well-being, in an environment that is safe, secure and conducive to work so our students can enjoy and achieve success. Any issue, such as bullying, which might inhibit school attendance, will be dealt with expeditiously.

POLICY

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Parents/Carers are made aware of the official opening and closing times of the school. Currently, the Academy starts the day with form registration at 8.45 a.m. followed by formal lessons at 9.00 a.m. Students are actively encouraged to be on site by 8.35 a.m. ready for the start of the 8.45 a.m. registration. A student is not considered late until he/she arrives after 8.45a.m. Classes are dismissed at 3.00 p.m. Parents/Carers will be informed of any change to these times.

Ensuring regular attendance at school is the legal responsibility of the parent(s)/ carer and permitting absence from school without a good reason creates an offence in law by the parent/carer.

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as a genuine illness or another unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- **parents/carers keeping children off school unnecessarily**
- **truancy before or during the school day**
- **absences which have never been properly explained**
- **children who arrive at school too late to get a mark**
- **shopping, looking after other children,**
- **Day trips etc.**
- **A family holiday**

Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time and cannot be arranged outside of school hours.

HOLIDAYS

The current law does not give parents any entitlement to take their children out of school for a holiday during term time.

• Any application for leave must only be in 'exceptional' circumstances and the Head of School must be satisfied that the circumstances are 'exceptional' and warrant the granting of leave.

• In 'exceptional' circumstances, a request for absence must be made in advance, to the Head of School, who will inform you of his decision.

- If a request for leave is not authorised by the Head of School and the family takes the student out of school, the absence will be recorded as unauthorised, which then stays on a child's permanent record and will result in a fixed penalty notice.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the child to the Attendance and Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, 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 school are available from the school or the Local Authority.

Alternatively, parents/carers or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority.

Any child may sometimes be reluctant to attend school. Any problems with regular attendance are best resolved by the school, the parents and the child working together. If a child is reluctant to attend, it is better not to cover up his/her absence or to give in to pressure to excuse him/her from attending. This gives the impression that attendance does not matter and may make things worse.

The school aims to give a clear message that excellent attendance is (98+ %). Where attendance is between 92-97% additional support will be given to enable improvement to be made. Where attendance is below 92% the school will provide as much support as possible, but parents risk penalty notices and or prosecution where no commitment is shown to bring about improvement.

For the purposes of monitoring attendance the school has adopted the 'Traffic Light' (RAG) System for monitoring and rewarding attendance.

Green (Acceptable attendance) 97%+ Amber (Cause for concern) 94-96%
Red (Poor Attendance) 93% and below

In addition, where attendance is below 90% parents / carers will be asked to attend an attendance panel meeting with the Assistant Head of School / Director of Progress in conjunction with the EWO. Each student will be set targets to improve his/her attendance record. This will be discussed at the meeting with the Assistant Head of School for Inclusion.

RECORDING ATTENDANCE

Individual student attendance is recorded each morning and afternoon using the School Registration System. The calling of the Form roll will commence at 8.45 a.m.

Students will only be allowed to leave school earlier than the official times if they are requested by a parent / carer. Parents/carers must inform the school who will ensure that the time of departure is recorded. Students must report to the main office for an exit slip before leaving school.

If a student has no prior confirmation for his/her absence and does not arrive at school, the year group administrator /Head of Year will telephone the number on the school records for confirmation of the absence.

If a student arrives after 8.45 a.m. in the morning he/she will be given a late mark (L). Students must book in through the Academy inventory system.

If a student arrives after 9.30 a.m. he/she will be given a (U) code. This will affect his/her overall attendance record. An absence note is required to explain the lateness/absence.

If no reason for absence is provided a mark of (N) is given. This remains as an unauthorised absence until a reason for the absence is provided. Currently, data on students with persistent absence* will be reported to the DfE each half term.

Staff should make every effort to code the absence correctly. (N) Can be left on the register but a referral to the Learning Manager (and EWO) is essential where the reason cannot be ascertained.

The following thresholds are used for persistent absence students:-

- 7 + lost sessions half term 1
- 14 + lost sessions half term 2
- 20 + lost sessions half term 3
- 25 + lost sessions half term 4
- 31 + lost sessions half term 5
- 38 + lost sessions half term 6

Individual class attendance should be recorded for every lesson using the SIMS Lesson Monitor electronic system. Guidelines can be found in the Register Procedures Policy. Suspected internal truancy must be referred to the student's Form Tutor or the relevant Head of Year.

For safeguarding and educational reasons the school will follow up all unexplained and unexpected absence by using our "First Day Response" system.

For Health and Safety reasons, the school needs to be aware of where students are, particularly those leaving or arriving on the site during a session. It is, therefore, essential that staff use SIMS Lesson Monitor to record attendance and lateness. Reception staff issue exit slips when appropriate.

ROLES AND RESPONSIBILITIES

Everybody needs to be clear about the ways in which they, as individuals, can contribute to monitoring and improving attendance at ESLA.

Staff should be aware that underpinning the Attendance Matters Policy is the need to ensure that attendance data is as accurate as possible. Attendance data will be reported to the Children's Services of the Local Authority and the DfE. Individual student data will provide evidence when a penalty notice is issued and be used by our EWO in court proceedings against parents.

ATTENDANCE – RESPONSIBILITIES

Parents/Carers:

- Send their child to school, on time, every day the school is open.
- Inform the school when there is a student absent on the first day and provide a reason, in writing, for the absence.
- Work in partnership with the school to resolve any attendance issues.

Form Tutor

- Take morning and afternoon registers following the guidelines in the Attendance policy.
- Record all absences with the correct code.
- Promote positive attendance in their Form / make students aware of their current attendance.
- Challenge and interview students whose attendance is a concern 92% to 97%.
- Refer any serious attendance concerns to the Head of Year. Promote good student attendance in their form group.
- Congratulate good attendance or set appropriate targets on student reports.
- Discuss attendance records with parents/carers on Review Day.

Subject Teachers:

- Ensure students are aware of their attendance and this is written on their standards card each week.
- Take subject class registers using the SIMS Registration System.
- Promote good student attendance.
- Interview students when they return to school after an absence.
- Inform Head of Year of any attendance concerns at weekly pastoral meeting.
- Refer attendance concerns to Subject Leader / Head of Year. Set attendance targets, when appropriate, on subject reports.

Attendance Officer

- Challenges punctuality each morning at the late gate along with SMT/SLT.
- Attendance team meet deadlines for LA / DfE data returns. Attendance team collates data information for Form Teachers.
- Ensure that the Off Site (B) register is up to date.
- Carries out home visits on 2nd day of absence (no reason provided following a telephone call).
- Arranges Attendance Panel Meetings with SLT/Head of Year.
- Completes paperwork for referrals/penalty notices.
- Attend weekly meetings with attendance team / EWO / safeguarding team.
- Liaise with parents when attendance concerns arise.
- Ensure accuracy of attendance data/coding.

Head of Year

- Head of Year to focus on cohort 90% to 93%. Take appropriate action to maintain level and avoid decline.
- First day responses for appropriate year group are completed by 11am each day and sent to AO.
- Attend weekly meetings with attendance team (led by Assistant Head J. Houghton and Dope for year group B. Wheller / D.Holmes).
- Discuss attendance as a standing agenda in Pastoral Team Meetings.
- Interview PA at risk (90% to 93%) students whose attendance is a concern.
- Ensure entry of exclusions (E) on the SIMS Registration System.
- Liaise with year team over attendance concerns.
- Liaise with parents when attendance concerns arise.

Directors of Progress

- DoPs to focus on cohort 94% to 96% attendance. Take appropriate action to maintain level and avoid decline.
- Weekly check of attendance for year groups.
- Weekly meeting with attendance team (Attendance) / referrals to EWO
- Attendance a standing agenda item in Pastoral Team Meetings
- Liaise with Year SLT regarding attendance issues. Ensure accuracy of attendance data. This is completed in consultation with the Attendance Officer.
- Promote good student attendance via forms and assemblies. Monitor RAG system. Attendance Officer carries out this
- Liaise with parents/carers.

SLT: Attendance improvement with SIL.

- Assistant Head to focus on cohort 97% to 99% attendance. Take appropriate action to maintain level and avoid decline.
- Liaise with Assistant Head /Head of School.
- Weekly attendance checks / attendance a standing item in extended SLT
- Attendance Lead to liaise with SLT / SMT. Attendance Lead to liaise with Head for attendance initiatives/rewards.
- Include attendance/punctuality into first assembly of each half term.

Education Welfare Officer

The main functions are:

- To promote an appreciation of the benefits derived from education,
- To assist children/parents of children who are not attending school on a regular basis,
- To assist schools with strategies and programmes aimed at preventing non- attendance.
- At ESLA our EWO meets weekly with Year staff, take and act upon referrals and issue Penalty Notices and prepare evidence for prosecution.
- Complete home visits for single referrals

Community Outreach/Police Officer:

To liaise with the Attendance Support Officer, Assistant Principal and EWO for home visits/meetings related to students missing from education, police involvement, truancy watch, or other reasons deemed appropriate.

REWARDS

- Attendance certificates issued termly.
- Postcards informing parents of improving attendance.
- 100% attendance certificates issued at End of Year Award Ceremonies.
- 97%+ attendance certificates issued each half term
- Reward vouchers / organise trips / issued to students with green zone attendance.

PUNCTUALITY PROCEDURES

1. Two members of SLT to go to the gate / village to move students into school.
2. Members of SLT / DOP / HOY greet / question students why they are late. Emma Maddox assists with the member of SLT that the students use the inventory to record attendance when late.
3. Students who are late are given a lunch time detention between 15 and 30 minutes.
4. Parents' of the students who are late for school are informed of the time they have arrived on the day. This is completed by our administration support team.
5. . Heads of Year / DoPs / SLT monitor late student detentions.
6. Students who have failed to attend lunch time detentions are given a 30 minute detention on the same day.

STAFF RESPONSIBLE FOR ATTENDANCE MATTERS AT ESLA

Executive Head teacher:	Mrs. A. Pontifex
Head of School:	Mr. K. Unsworth
Attendance Lead:	Mr. J. Houghton (Assistant Head of School)