

TRINITY ACADEMY NEWCASTLE

ATTENDANCE POLICY

**Approved by the Curriculum Committee –October 2016
Next Review Date – October 2017**

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APPENDICES

1. Academy Attendance, Legal Sanctions - Guide
2. Summary of Academy Attendance Legislation

Trinity Academy is fully committed to supporting its students to realise the five outcomes of Every Child Matters. Children spend a significant amount of their lives in Academy and as such education itself is an important determinant of future life choices. An education that can make a difference begins with regular Academy attendance. At Trinity Academy we believe good attendance to be fundamental to achieving the best outcomes for our students - as when they are in Academy they can:

Feel a sense of safety, acceptance and belonging and are therefore **SAFE**;
Access support, advice and opportunities to develop and grow physically, socially and emotionally in order to be **HEALTHY**;
ENJOY and **ACHIEVE** through the experience of a stimulating and challenging educational environment which promotes, recognises and celebrates all achievements and therefore have greater opportunity to and realise later **ECONOMIC WELL-BEING**;
Make a **POSITIVE CONTRIBUTION** to our responsibilities, and beyond.

Good attendance is inextricably linked with academic attainment and personal fulfilment. At Trinity we will strive to provide an ethos and environment, which:

- Is welcoming, caring and supportive wherein all our students feel valued and accepted;
- Is stimulating and challenging wherein all our students are encouraged toward achieving their fullest potential;
- Promotes supports and celebrates student attendance and achievement.

Policy Aims

- To encourage full Academy attendance for all students;
- To make attendance a priority for all those associated with Academy, including students, parent/carers, staff and governors;
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks;
- To establish a system for responding effectively to student absence;
- To provide support, advice and guidance to students and parent/carers;
- To develop a systematic approach to gathering and analysing attendance related data;
- To further develop positive and consistent communication between home and Academy;
- To implement a system of rewards and sanctions where appropriate;
- To promote effective partnership with the Local Authority and with other services and agencies.

Entitlements & Responsibilities

Children And Young People	
Are entitled to:	Are responsible for:
<p>Benefit fully from the educational opportunities available to them; A stimulating and challenging curriculum that is geared to meet their individual needs; Experience a sense of safety and security; Feel a sense of belonging and participation within the Academy community; Have access to systems of student representation; Have their attendance recognised and celebrated; Support to overcome attendance difficulties; Be treated with respect and dignity.</p>	<p>Attending Academy and all lessons regularly and punctually; Completing missed work owing to absence, where applicable; Informing Academy staff, parent/carers and/or other significant persons of difficulties affecting Academy attendance; Accepting the support made available to address attendance difficulties</p>

Parents/Carers	
Are entitled to:	Are responsible for:
<p>Feel welcome and valued in Academy; Know about the Trinity's attendance policy; Be informed promptly about attendance concerns; A named contact person responsible for attendance matters; Receive attendance data on their child's attendance record; Support to overcome attendance difficulties; Be treated with respect and dignity.</p>	<p>Ensuring that their child attends Academy regularly and punctually; Ensuring that Academy is promptly informed of any reason for absence; Ensuring that any holidays are not booked during term time. Working with Academy staff to resolve attendance difficulties/issues.</p>

Staff with specific responsibilities for managing attendance

Are entitled to:	Are responsible for:
<p>Expect that students will attend regularly and punctually; Support and guidance from the LA in managing attendance (the LA is expected to provide an allocated Attendance Officer); Be treated with respect and dignity.</p>	<p>Ensuring that an attendance register is taken twice daily; Having clear registration procedures; Monitoring individual and overall attendance; Coordinating support to students and parent/carers to maintain regular attendance; Developing positive communication/relationships with parent/carers; Ensuring that Trinity attendance policy establishes effective systems and procedures for encouraging regular attendance and investigating the causes of poor attendance; Setting attendance and absence targets; Promoting an attendance culture; Establishing systems to monitor and control post-registration truancy.</p>

Academy Staff	
Are entitled to:	Are responsible for:
<p>To expect that students will attend regularly and punctually; Clear guidelines and expectations re-their role; Support from senior management as necessary to fulfil role; Be treated with dignity and respect.</p>	<p>Promoting the importance of attendance to all students and parent/carers; Sharing information with attendance colleagues that may impact upon attendance; Ensuring that daily routines, lessons, events are adequately supervised and well organised; Ensuring that the curriculum and its delivery motivates and challenges students meets their individual needs; Holding high expectations of student behaviour and achievement; Creating a sense of security, acceptability and belonging for students.</p>

Are entitled to:	Are responsible for:
Guidance from the LEA on policy and practice issues; Be treated with dignity and respect.	Providing support and advice, as necessary, to enable Academy staff to fulfil their role; Reviewing and endorsing Trinity's attendance policy annually Monitoring attendance and absence rates and setting targets for improvement within the Academy Improvement Plan

Registration Procedures

Registration

Teacher/tutors are responsible for the twice-daily completion of the class/group manual registers. Registers are to be completed once during the morning and again during the afternoon.

Registers are closed after a thirty-minute period, the maximum time recommended by the DfE. Following completion the registers are returned to Academy reception. The attendance data is then input into the SIMS electronic register by site admin staff.

A designated member of staff will collate information re-student absence from the completed manual register/s, consult with admin staff and invoke the Academy's absence response continuum as necessary (see below)

Off-site learning provision

Where students are educated off-site and/or are in receipt of work related learning then external providers are required by Academy to submit a weekly breakdown of attendance, including details of any absence. The relevant data information is submitted on Friday afternoon via e-mail and input into the SIMS electronic register. It is incumbent upon external providers to provide Academy with immediate notice of any student's absence – irrespective of reasons for the absence.

Un/authorised Absence

All academies are obliged by law to differentiate between authorised and unauthorised absence. Telephone conversations and/or letters from parent/carers do not in themselves automatically authorise an absence. The appropriate Head of Academy will authorise an absence on occasions when they are fully satisfied as to the validity of explanation/s offered by parent/carers.

Late Arrivals

Students arriving at Academy late, post-register closure, will be allocated a late mark in the SIMS electronic register. Student punctuality is regularly promoted. Any emerging patterns of student 'lateness' will be promptly addressed by the site designated site lead for attendance and/or Academy Attendance Officer.

Term Time Holiday absence

Students are not entitled to holiday absence during term time. Holiday absence may only be granted by the Executive Head Teacher in exceptional circumstances. Any request must be made in writing to the Executive Head Teacher by the appropriate Head of Academy.

Responding To Unauthorised Absence

A designated member of staff is responsible for managing the absence response continuum on each key stage site. The site Pastoral Manager, where the functions are separate, will maintain an overview of this process.

Stage 1

On the first day a student is absent, without notification, then the designated lead member of staff will contact home on the same morning, elicit reasons for absence and allocate attendance status accordingly. Should they fail to make contact by telephone then Academy will endeavour to make a home visit.

Academy will notify Children's Services if there is an unexplained absence of a student on a Child Protection Plan of more than two days duration (or one day following a weekend); or as agreed as part of any Child Protection Plan or core group meeting.

Stage 2

Should a student remain absent without explanation following this then a home visit will be made by the Academy's Attendance Officer.

Stage 3

If there are frequent shorter periods of unauthorised absence, then parents/carers will be invited in for a meeting with the appropriate Head of Academy. This will result in a Parenting Contract, which will outline the commitment from the parent/carer as well as the expectations and support from the Academy. The Student Engagement and Attendance Officer will be informed and will contribute to the process of supporting /tracking the impact of the Parenting Contract.

Stage 4

Where a Parenting Contract is in place, but the expectations within it have not been fulfilled, then the Head of Academy should again meet with parents/carers to address any issues or concerns. Regular liaison between the Academy and the LA Attendance Officer should also take place in order to decide if and when formal attendance monitoring should begin (this is the stage that must precede a prosecution). If the student fails to achieve the targets stipulated in their Parenting Contract and/or fails to respond positively to the formal monitoring process, then the Academy may decide to prosecute the parent/carer.

Effective monitoring of attendance is essential. Key staff, such as the student's teacher and/or support workers may have some valuable insight into factors, which may contribute to non-attendance and truancy in particular cases. If so then they are obligated work collaboratively with senior staff, parents and the student to address the situation.

At any stage following the first day of absence the Pastoral Manager and/or Head of Academy may sanction a home visit by an appropriate member of

Academy staff (in most cases this would be the Student Engagement and Attendance Officer), where such a visit could be productive in supporting a student's attendance.

Strategies for Prioritising and Maintaining Good Attendance

Within Trinity good attendance is prioritised, supported and maintained in a variety of ways. The following practices are common to all Trinity key stages sites, with a modicum of differentiation as suits the differing age and developmental stages within the key stage continuum.

Attendance Casework

An attendance caseworker will be allocated to students at the discretion of the Pastoral Managers. This member of support staff will adhere to an agreed procedure in their intervention and support of both the student and their family. This process will be quality assured by the designated lead person for attendance on each site.

Token Economy

Each site operates a token economy system, 'Power of Choice' which is explicitly geared to rewarding good attendance. Points are awarded to students for acceptable behaviour, attitude and regular attendance. A student's points are allowed to accrue and totalled at the end of each week. Students may then exchange points earned for access to a variety of planned activity options at the conclusion of each week. In the longer term points totals are more formally acknowledged, rewarded and awarded at end of term celebratory meetings.

Tutorials

Weekly tutorial meetings afford teacher/tutors the opportunity and time to meet regularly with students to review progress and plan personal targets. Where attendance is an issue then progress will be reviewed discussed with additional pastoral support offered as necessary.

Weekly Celebrations

On each of the sites a weekly celebration is held with the singular purpose of publicly acknowledging and celebrating student achievement. Both individual and collective attendance successes feature regularly.

Displays

The importance of attendance and student achievement in attendance receive further public acknowledgement via display boards on each site.

Celebrating good attendance

Good attendance is recognised and celebrated on both sites. The lower Academy hold a dedicated weekly assembly, ensuring that staff and students have a good level of understanding and ownership of the site's attendance.

Curriculum

Good attendance will be continually reinforced through the curriculum, with external speakers brought in as appropriate.

Working with parent/carers

At Trinity Academy we actively promote and encourage the involvement of all parent/carers through regular consultation on all aspects of their children's education care and safety. Parental/carer involvement is fundamental to the fostering of good working relationships with parent/carers. We endeavour to achieve this in the following ways:

- Teacher/tutors are expected to maintain regular telephone contact, weekly at minimum, with parent/carers unless agreed otherwise to keep informed of progress and/or share concerns;
- News and information about each site is relayed to parents and other stakeholders using the Academy's website;
- Parent/carers are encouraged to attend and contribute to termly Education Inclusion Plan (EIP) reviews and behaviour management planning meetings as required;
- Termly progress reports are sent to parent/carers – which include information on attainment, behaviour and attendance;
- Parent/carers are invited to attend end of term 'achievement celebration meetings';
- The Academy facilitates and supports a parent/carer group on site.
- Any attendance concerns and associated targets to be enshrined in a Parenting Contract signed by all parties

Working with Others

To assist us in achieving the best outcomes for our students we fully recognise the importance of working in partnership with our colleagues and other professionals within LA as well as the voluntary sector.

Welcoming and Re/Integrating

All Academy staff share the responsibility for the creation of a safe Academy community wherein all students, irrespective of presenting behaviour and circumstance, feel welcomed and wanted. Such an environment can contribute significantly to the minimising of non-attendance and the success of reintegrating students following lengthy absence or period's exclusion.

We recognise that most students may benefit from additional support following a period of absence. The site Pastoral Manager is responsible for determining and coordinating the support necessary to facilitate a satisfactory and welcoming return to Academy. The Pastoral Manager will therefore:

- Ensure that all cases are responded to sensitively and on the basis of individual need;
- Involve parent/carer/s and other relevant stakeholders in any subsequent planning and monitoring process;
- Agree reintegration plan, support package, behaviour contract and timescales as part of a student EIP, as necessary.

Any additional support needs may be identified and addressed within a student Individual Education Plan by respective teacher/tutors.

Educational Inclusion Plans (EIP) and Parenting Contracts

An EIP may be agreed between the appropriate Head of Academy and a student's parents/carers. This will stipulate any special arrangements

(including, where appropriate, a part-time timetable) that are set out to ensure that the student can re-engage/maintain engagement in learning. This will be reviewed half-termly, with parents/carers invited to meet with the Head of Academy. The aim should always be to return to a full-time timetable as soon as possible or appropriate.

A Parenting Contract is put in place specifically where an issue or concern with a student's attendance has been identified, usually where a student is classified as persistently absent. The Parenting Contract will provide a clear outline of the expectations on parents/carers and the Academy in securing improved attendance from the student. As with the EIP this should be reviewed half-termly, and can be brought to an end once the student has demonstrated the capacity to maintain regular good attendance.

Policies Supporting Attendance

- The consistent application of the principles, advice and procedures within the following policies collectively represent our endeavour to ensure, together with our Academy Improvement Plan, that our students experience Trinity Academy as a place wherein:
- Their rights and responsibilities are equally respected and promoted;
- Staff are found to be accepting, supportive and caring;
- The limits of acceptable behaviour are clear, rules are applied consistently and expectations are high;
- The environment is welcoming, safe and valuing;
- The curriculum and related activities are developmentally appropriate, stimulating and challenging;
- They feel their views and opinions are important and acted upon wherever possible;
- Where differences are celebrated and all forms of discrimination are prohibited;
- Systems are established to enable them to seek additional support, to make their views known and/or complain.

Anti-bullying

Behaviour & Discipline

Safeguarding Children

Equality & Diversity

Complaints

Health and Safety

Curriculum

Risk assessment

Monitoring & Evaluation

In addition, weekly and termly attendance statistics are collated and disseminated in relation to:

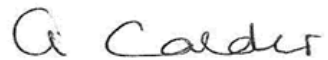
- Whole Academy targets for attendance and persistent absence
- The attendance and persistent absence rates of identified cohorts
- The rate at which students are improving their attendance, both within Trinity and in comparison to their last Academy
- Key themes and trends, such as difficulty of travel to Academy
- The designated Academy lead for attendance will monitor the implementation and effectiveness of all systems on a termly basis.

Key staff meet weekly at the Upper school to discuss attendance for all students; current plans are evaluated and new strategies put in place where necessary.

Academy Improvement Plan (SIP)

Improving attendance remains one of our key Academy priorities and as such has a specific place on our SIP.

Signed on behalf of the Governing Body:

A handwritten signature in black ink that reads "A Calder". The signature is written in a cursive style.

Ann Calder (Chairperson of the Governing Body)

Date: 04.10.16