



Stanchester

Academy

Attendance Policy

2023 - 24

Signature:

A handwritten signature in black ink, appearing to be 'L. Smith', written in a cursive style.

Headteacher

Approval Date: July 2023

Review Date: July 2024

Attendance Policy

1. Policy Statement

It is in the interest of better life chance for our students that we emphasise the importance of school attendance on individual educational outcomes and develop systems and support that maximise the attendance of all students. All students are expected to attend regularly and be punctual. This establishes good working habits. Students who attend regularly achieve better results than those who do not.

All students should aim for 100% attendance. The academy monitors all students' attendance regularly. Students with poor attendance are identified and appropriate action is taken.

We recognise the importance of developing a culture and positive ethos in which students want to learn and attend school. The academy follows the Somerset Local Authority and DfE Guidelines. We work in close partnership with parents/carers, Governors and the Education Safeguarding Service.

Many students come to school with a range of needs and feelings as a result of difficult experiences. Stanchester Academy has developed a range of flexible responses to meet the SEMH needs of the students. There are a range of strategies in place to support students and to enable them to achieve.

Person Responsible: Luke Winter (Deputy Head Teacher, Designated Safeguarding Lead)

People Involved: Academy Leadership Team, Deputy Head Teachers, Heads of Year, Academy Attendance Officer, PFSA's, Governors, and Education Safeguarding Services.

2. Glossary of Terms/Acronyms

LA	Local Authority
ESO	Education Safeguarding Officer
ESS	Education Safeguarding Service
ALT	Academy Leadership Team
DfE	Department for Education

SIMS Electronic Registration and Codes		AM	PM
Registration Times		8:20	13:50
Present Marks	/	Present	
	B	Alternative provision	
	V	Educational visit	
	W	Work experience	
Absent Marks	O	Unauthorised	
	M	Medical	
	G	Unauthorised holiday	
	H	Authorised holiday	
	N	No reason provided yet	

3. Authorising an Absence

The decision to authorise an absence rests with the academy. The academy follows the Department for Education guidelines. The reasons must be clear and acceptable and usually fall into one of the following categories:

- Illness.
- Medical or Dental appointment (**1/2 day only**).
- Family bereavement.
- Exceptional special circumstance.
- A student who has been granted leave to perform through licensing.
- Suspension or permanent exclusion.
- Days set aside for religious observance by the religious body to which the child's parent belongs.
- Special or exceptional family holidays which meet the criteria laid down for authorised holiday in term time by the Department for Education.
- Approved sporting and educational activities.

Absences and reasons for absence must be reported to the academy attendance team by emailing the attendance team on attendance@stanchester.co.uk or calling 01935 827201

4. Term Time Leave

The Academy follows the Department for Education regulations. Absence as a result of holidays taken during term time **will not be authorised** unless there are special or exceptional circumstances. We will also consider the proximity of GCSE examinations. Where possible, for Key Stage 4 students, we will take into consideration any GCSE work that may be missed during the absence, this may mean the leave is unauthorised. At the start of the academic year attendance of the previous year may need to be considered. Parents need to apply for term time leave 2 weeks before leave is required and will need to explain the special or exceptional circumstances.

If a holiday request is not authorised and the parent still takes the student, a Penalty Notice may be issued of £60 per parent/carer per child.

Any holiday absence in excess of 10 or more sessions (5 days) will result in a Penalty Notice being requested, regardless of the percentage attendance prior to the leave.

5. Truancy

Internal truancy checks are carried out every lesson by the On Call duty team. Any student found truanting a lesson will receive an after-school detention.

6. Follow up of Absence

Parents must report their child's absences daily on the dedicated phone line – 01935 827201, there is a 24-hour voicemail, or email attendance@stanchester.co.uk

Attendance data is produced weekly and supports an early intervention process. We hold an attendance meeting every 2 weeks to discuss identified students and actions to be taken.

A tracking system has been set up to supervise this. The spreadsheet keeps a succinct record running of actions and meetings. The Academy Attendance Officer checks on identified students daily and contacts home via Truancy Call system if absent.

Long term absentees (due to medical reasons or truancy) returning to school are supported to ensure successful re-integration. This may include a graduated increase in timetable initially or time with inclusions staff for support. We track the attendance of vulnerable learners and offer support where necessary.

7. Encouraging Excellent Attendance

Certificates termly for those with 100% attendance in that term.

Attendance data will be considered when rewarding year groups with a non-uniform day each half term. In addition, students with outstanding attendance will be rewarded being invited to additional school trips.

8. Taking Students off Roll and Missing Students

The Academy follows the procedures laid down by the local authority.

Any student absent without reason for 3 days will be visited by the PFSAs. If no contact is made at or following the visit, and the student acquires 10 days absence with no contact they will be reported as missing in education to the Local Authority. Students' absence which meets these criteria will be raised as a safeguarding concern and will be reported, tracked and reviewed as such.

9. Punctuality / Lateness

Students that arrive late to school are recorded as L codes. They are given B2 Break detentions.

Punctuality is an important life skill, and we teach this and encourage them to attend learning on time in order not to disrupt the learning of others.

If students arrive 10 minutes after start of the school day the student is marked as a U code which is an unauthorised absence.

AM Start	Late	Unauthorised
8:20	8:21 – 8:50	After 8:50

PM Reg	Late	Unauthorised
13:50	14:00	After 14:00

10. Attendance Procedures

Percentage Attendance	Actions	Responsibilities	Intended Impacts
100% Tier 0	Termly 100% attendance reward letters and certificates.	Attendance Officer analyses data.	Motivation for students, improved communication with parents.
98 – 99.9% Tier 0	Monitor attendance through tutor display / tracking. 1 st day of absence or daily there after parent/carer informs school	Attendance Officer completes and shares with all staff.	Visual reminder for students. Correct coding on child's attendance register
96 – 97.9% Tier 0	Monitor attendance through tutor tracking.		Allows tutors and teachers to identify concerns early.

94 – 95.9% Tier 1	Letter 1 is sent home Tutor conversation with student	Attendance officer. Tutor.	Identification of any concern with parent. Written comms of concern.
90 – 93.9% Tier 2	Letter 2 is sent home. Tutor conversation with parent	Attendance officer. Tutor.	
85 – 89.9% Tier 3	Letter 3 is sent. HOY involved Cause for concern.	Attendance officer. HOY	Improved attendance
Below 84.9% Tier 4	WPN issued. ESS referral	Attendance officer, HOY	Opportunity for supporting the parents/carers to improve attendance
Below 50% Tier 5	Severe absence. Regular meetings with parents/external services	SLT lead for attendance	

11.Warning Penalty Notice:

A warning penalty notice may be used if a student has 10 unauthorised absences in 12 school weeks, this includes arriving after the close of registration. You would be informed of this by the letter.

12. Unauthorised Absence

If you do not inform us of why your child is absent, we will text you to request a reason for absence. If we do not get a reply by the end of the week or if the reason provided is not an acceptable reason for absence according to the DfE guidelines, your absence will be unauthorised.

As a reminder lateness after the register has closed is recorded as an unauthorised absence.

We will write to inform you if we are concerned about the number of unauthorised absences on your child's registration certificate. If we do not see an improvement, then you will be invited to discuss this at an attendance support meeting. Please be aware that failing to attend or failing to engage in support offered may result in a Warning Penalty Notice being issued.

Links to Appendices –

1. Letter 1
2. Letter 2
3. Letter 3
4. WPN letter
5. Reduced time table paperwork
6. Request for authorised absence
7. Lates letter