



Freebrough
Academy

ATTENDANCE POLICY

Ratified by Governors/Principal:	Children, Families and the Community Governor Committee
Current ratification date:	Autumn 2014
Review frequency:	Two years
Next review date:	Autumn 2016
Responsibility of:	Ray Donnison

MISSION STATEMENT

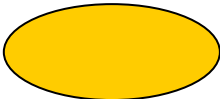
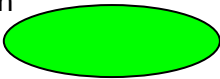
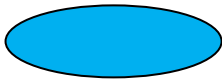
At Freebrough we will strive to provide a welcoming, caring environment where each member of the Academy community feels secure and has a real sense of belonging. For each student to achieve their true potential, a high level of attendance and punctuality is essential. We will work consistently to ensure that all students achieve maximum attendance and work in partnership with students, families and external agencies to ensure that each student attends regularly and punctually.

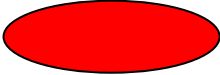
REGULAR ATTENDANCE

The Department for Education leads schools in implementing attendance policies and procedures. In accordance with these policies, parents have a legal responsibility to ensure that their child attends school regularly.

The Department for Education provides guidelines on attendance figures for schools to use in order to identify the difference between regular and unacceptable levels of attendance. At Freebrough Academy, we have a 96% attendance target. Any student whose attendance falls below that target will be considered a cause for concern. Attendance procedures will be put in place for all students with an attendance record below 96% (over a four to six week period) to ensure that a significant improvement in attendance levels is secured.

CATEGORISING ATTENDANCE

Colour Coding	Attendance Percentages	Actions
Gold 	100%	Entry into weekly attendance lottery Vivo points awarded Attendance Flyer given Parents informed Half termly bacon butties Attendance criteria met for expert learner award Holidays unauthorised but no further action taken due to high attendance.
Green 	96 – 99%	Vivo points awarded Attendance Flyer given Parents informed Holidays unauthorised but no further action taken due to high attendance 97-100% Under 97% the local authority will issue a 12 month warning letter
Blue 	92-96%	Tutor support with issues affecting attendance Close monitoring of attendance Individual incentives where appropriate Holidays unauthorised and referred to the local authority for a penalty to be issued.

Colour Coding	Attendance Percentages	Actions
Red 	Below 92%	AO support Close monitoring of attendance Parents notified of severe concern Individual incentives where appropriate Referrals to other agencies if required Pre ACC's instigated and progressed to ACC's where necessary Insufficient progress may trigger a Court Warning letter and potentially criminal prosecution Holidays unauthorised and referred to the local authority for a penalty notice to be issued.

In order to promote good attendance and ensure that students, parents and staff are aware of current procedures the table above is placed in every tutor room in the Academy as well as around the Academy building. Parents/carers will receive an Academic Progress report five times a year informing them of their child's year to date attendance.

REGISTRATION

We have two registration periods at Freebrough. Morning registration takes place in lesson 1. A student arriving after 8.35 am into lessons is classed as being late. Teachers will enter a late mark at this time and the amount of minutes late.

Afternoon registration takes place in lesson 4. Any student arriving after 12.45 pm into the lesson is classed as being late. Teachers will enter a late mark at this time and the amount of minutes late. Registers are marked in accordance with national codes.

ABSENCES

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for reasons such as holidays, the illness of a family member, shopping, day trips, hairdresser appointments and birthdays).

Please note that it is the Academy's discretion as to whether an absence is authorised or unauthorised. It is our policy to request medical evidence for any absences owing to illness or medical appointments.

COMMUNICATION WITH PARENTS

Parents are advised to contact the Attendance Assistant in the Academy on the first day of any absence and subsequent days if the period of absence is unknown.

On the first day of absence, the Attendance Assistant will telephone parents in the first instance to gain a reason for their child's absence. If no contact is made with the primary contacts then secondary contacts will be tried. This is the process for each day of absence. After five days of absence with no contact being established between the academy and home, the Academy's Attendance Officer will make a home visit.

N.B. STUDENTS WITH CHILD PROTECTION PLANS

If a student has a Child Protection Plan, is a 'Looked After' child or is identified as being vulnerable, on the first day of absence the Attendance Assistant must notify the Attendance Officer who will liaise with the Head of School and the Pastoral Leader if there has been no explanation received from the parents/carers. The Attendance Assistant must be kept up to date with the names of students with a Child Protection Plan. The responsibility of keeping the attendance officer up to date is that of the safeguarding team.

STUDENTS MISSING FROM EDUCATION

When a student leaves the Academy during the course of the school day the attendance team will make every effort to locate the child. If it is not possible to locate the student, then the student will be considered to be a Child Missing from Education (CME) and the Safeguarding team will be notified.

Any student, for whom no contact has been made between home and the Academy, for ten consecutive school days, will also be considered CME this will result in the Local authority (LA) being informed.

TERM TIME HOLIDAYS AND PENALTY NOTICES

The Academy strongly urges parents to avoid booking family holidays during term time as this can have a detrimental effect on a student's progress and attainment. There is no automatic entitlement in law to time off school to go on holiday during term time.

Any period of leave taken without the agreement of the Academy may attract sanctions such as a Fixed Penalty Notice, without a warning being issued. Failure to comply with this Fixed Penalty Notice may result in prosecution.

All applications for planned absence, during term time, must be given in writing to the Principal. The Principal may not grant any leave of absence during term time unless there are exceptional circumstances. The Principal's decision will be given in writing.

ANALYSING AND DISTRIBUTION OF ATTENDANCE DATA

Stakeholders both within the Academy and outside of it require accurate and up to date attendance data and analysis.

- Parents and students will receive a % attendance update as part of the half termly Academic Progress data. Each tutor will receive an updated copy via tutor monitoring of their class' attendance on a weekly basis which will be shared with students.
- SLT, Tutors, Pastoral Leaders and Student Progress Leaders will receive an updated spreadsheet every two week detailing improvements/declines in those individuals achieving less than 90% attendance.
- The Attendance Officer will analyse and distribute attendance data on a weekly, half termly, termly and yearly basis to the Governors, Principal, Senior Team and relevant parties. The analysis will be by: small school, year, gender, vulnerable groups, categories of attendance and PA students. Trends over a number of years, terms and half terms should be made available and used to inform practice.

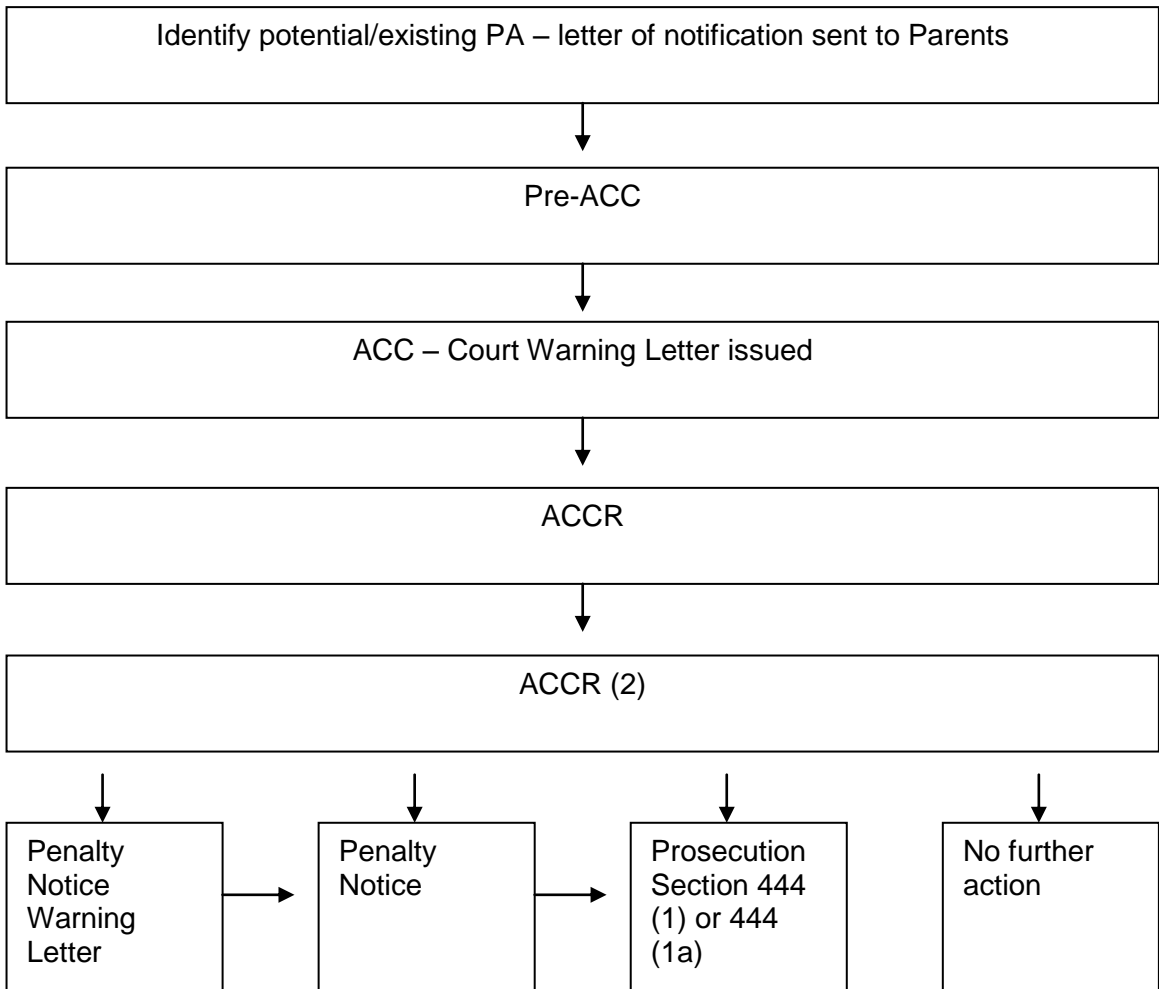
PERSISTENT ABSENCE

Persistent absence (PA) is defined as a student who has attendance levels of below 90% over a school year. Absence at this level is causing considerable damage to any child's educational prospects and we need the full support and cooperation of parents to tackle this effectively. There are various milestones identified for each half term to ascertain which students are at risk of becoming persistently absent. If a student has been identified as being 'at risk' of PA (Under 92%), an early intervention strategy will be put in place. If a student is classified as a PA student a stringent action plan will be drawn up for that student. The action plan outlines the student's targeted attendance for each half term, as well as actions taken and future actions to be taken. The Academy's Attendance Officer will work with the students and the parents/carers to ensure that the student's PA status is removed, preferably by the next review date. The action plan will still be updated for the remainder of the year. A record of persistent absence will be kept to show trends between half terms and years.

Students returning to the Academy following a significant period of absence will be offered a reintegration package.

PROSECUTION ROUTES

Attendance Prosecution Process

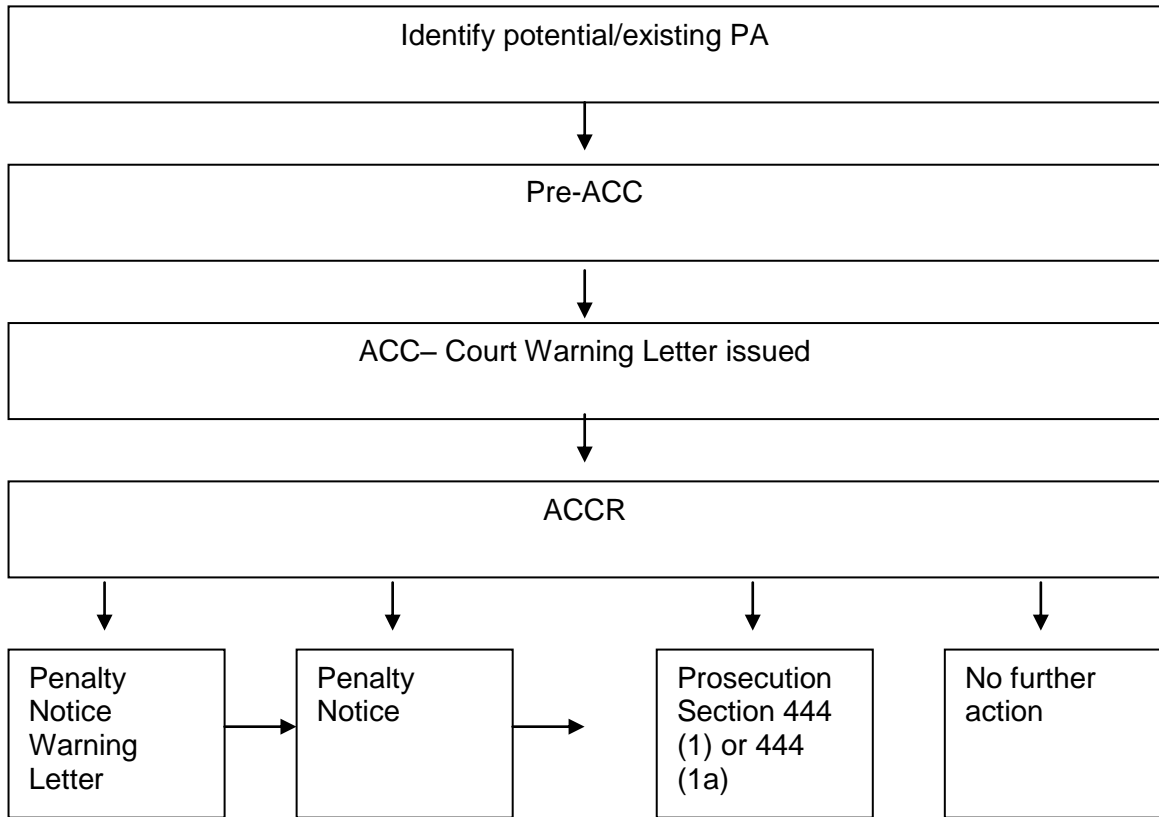


Key to codes:

PA	Persistent Absence (attendance of less than 90%)
ACC	Attendance Case Conference (the first stage of formal attendance procedures)
ACCR	Attendance Case Conference Review
Penalty Notice Warning Letter	A 15 day target period is identified in the letter. Any absences during the 15 days will result in an automatic Penalty Notice being issued.
Penalty Notice	Fine is £120, however the fine is reduced to £60 if paid within 21 days. Fines can be automatically issued for holidays during term time. Fine is per parent, per child.
	N.B. If there is no payment within 28 days, the Local Authority will pursue prosecution for the offence of either 444(1) or 444(1a), the offence is no longer the non-payment of the fine.

PROSECUTION ROUTES

Attendance Prosecution Process: Fast Track



Key to codes:

PA	Persistent Absence (attendance of less than 90%)
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Penalty Notice Warning Letter	A 15 day target period is identified in the letter. Any absences during the 15 days will result in an automatic Penalty Notice being issued.
Penalty Notice	Fine is £120, however the fine is reduced to £60 if paid within 21 days. Fines can be automatically issued for holidays during term time. Fine is per parent, per child. N.B. If there is no payment within 28 days, the Local Authority will pursue prosecution for the offence of either 444(1) or 444(1a), the offence is no longer the non-payment of the fine.
Section 444(1)	If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.
Section 444(1a)	If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so; he is guilty of an offence.

Fast-Track prosecution route is instigated for those who have already been identified as a concern using attendance data from previous years.

HOME/ACADEMY EXPECTATIONS

We expect the following from parents/carers:

- To ensure that their children attend the academy regularly and punctually;
- To inform the academy of the legitimate reason for the absence on the first day of the absence. Parents/carers can telephone the academy's Attendance Assistant;
- To attend meetings when invited to do so.
- To avoid taking holidays in term time;
- To inform the academy of situations that may affect attendance, e.g. medical issues, students from travelling families.

What parents/carers and students can expect from the academy:

- To have clear policies and procedures in place for accurate recording, supporting and improving student attendance at the academy;
- A framework that defines agreed roles and responsibilities and promotes consistency across the academy in carrying out designated tasks;
- Early contact (phone call/text message) with parents/carers (and secondary contacts if needed) when a student fails to attend the academy without providing good reason, or when post registration truancy is suspected;
- A range of strategies to support attendance and improve individual student attendance;
- That good attendance is recognised and rewarded.

Staff Roles and Responsibilities

Attendance Team:

- Process Fixed Penalty Notices and Fast Track Prosecutions;
- Identify students at risk of PA through intensive monitoring and tracking;
- Meet with parents/carers of students who are PA or at risk of PA;
- Visit homes of students who have been absent for five consecutive school days without contact from home;
- Work with students who are PA or at risk of PA;
- Telephone or send a text message all parents/carers of absent students on first day of absence when the academy has not been notified of the reason for absence;
- Recognise and reward good and improved attendance via a range of initiatives for example; issuing flyers/Vivos, weekly attendance lottery, half termly bacon sandwiches, '12 days of Christmas' incentive, yearly VIP breakfast brunch.

Form Tutor:

- Monitor attendance and punctuality of their form group;
- Ensure that attendance strategy colour coded sheet is displayed on Form Room Notice Board;
- Ensure that the updated and current student attendance sheets are displayed on Form Room Notice Board;
- Draw attention to the attendance procedure sheet and current student attendance sheet on a weekly basis
- Monitor absence closely using attendance monitoring sheet and alert attendance team immediately if tutees' absences trigger PA categorisation;
- Regular contact with parents regarding attendance issues or concerns;
- Regular contact with parents to recognise and reward good and improved attendance;
- Identify patterns of non-attendance and punctuality issues within form groups and liaise with Pastoral Leader and Attendance Officer;

Pastoral Leader:

- Monitor attendance and punctuality of students in their Small School;
- Monitor Y11 PA students in their Small School on a daily basis;
- Contact parents of Y11 PA students in their Small School daily if student(s) are recorded as absent;
- Liaise with Attendance Clerk on a daily basis;
- Liaise with Attendance Officer in relation to visits to PA students or students where attendance issues are developing or have developed;
- Attend Case Conferences for students with attendance issues in their Small School;
- Work with the Attendance Officer to develop initiatives to improve attendance and punctuality within their Small School;
- Identify and tackle internal truancy;
- Monitor the use of attendance procedures by tutors within their respective small ;
- Support the Attendance Officer in recognising and rewarding good and improved attendance.

Director of Learning:

- Monitor the taking of class registers within the faculty and follow the academy protocol if staff are persistently neglecting to complete them;
- Alert the senior member of staff responsible for behaviour and safety if a member of staff routinely neglects to take their registers;
- Monitor attendance and punctuality to lessons;
- Discuss with Pastoral Leaders attendance issues within the faculty and work together to overcome these;
- Ensure that any member of staff from the faculty that is taking students out of academy give the list of students to the Attendance Clerk at least a week before the planned visit;
- Inform 'On Call', Form Tutors and Pastoral Leader of internal truancy;
- Recognise and reward good and improved attendance.

Teaching staff

- Take an accurate register for each lesson and update where necessary (e.g. students arriving late, students elsewhere);
- Inform 'On Call' of internal truancy, where a student has been present in a previous lesson;
- Ensure that if students are being taken out of academy that a register of those students is given to the Attendance Clerk at least a week before the planned visit.

REWARDING GOOD ATTENDANCE

Freebrough Academy realises the importance of celebrating the good attendance of our students. Alongside some individually bespoke rewards we also have some standard initiatives:

- Weekly attendance lotteries for those students achieving 100% attendance over the course of the previous week.
- Issuing of Freebrough Flyers
- Positive phone calls home
- Positive letters home
- Awarding of Vivo points
- 'Cohort Attendance Reward' early lunch on a Friday for the cohort that achieves the best attendance over the course of the previous week.
- Issuing of 'improved attendance' certificates
- One to one commendation meetings with the Principal

- Bacon sandwiches for those students achieving 100% attendance over the course of the half term
- VIP breakfast brunch for those students achieving 100% over the course of an Academic year
- The '12 Days of Christmas' attendance incentive. Over Autumn Term 2, those students achieving 100% attendance will be eligible for the '12 Days of Christmas' draw. A winner is revealed every day and receives a prize.

ADDITIONAL INFORMATION

Attendance Team:

Mr R Donnison – Attendance Lead (email: donnisonr@freebroughacademy.org)

Mrs E Williams – Attendance Officer (email: williamse@freebroughacademy.org)

Mrs J Holmes – Attendance Assistant (email: holmesj@freebroughacademy.org)

Useful websites:

Department for Education:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Redcar and Cleveland Families Guide:

<http://www.redcarclelandcyptrust.org.uk/familiesguide>

Review Procedures:

This policy will be reviewed every two years.