



# Appendix to Attendance Policy September 2022-23

*Office use*

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| <b>Associated documents:</b>  |                                       |                                    |                              |
| Attendance Policy   |                                       |                                    |                              |
| <b>Links to:</b><br><a href="https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/03/Attendance.pdf">https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/03/Attendance.pdf</a> |                                       |                                    |                              |



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At The Holgate Academy we consider good attendance and punctuality to be the first stepping-stone to success. We will only be satisfied when all absence is unavoidable but we will positively acknowledge attendance of 97% and over for individuals, classes and Year groups. As an academy we consider 97% plus to be excellent attendance.

All avoidable absences will be discouraged but initially any attendance which falls below 97% within a half term will trigger a support plan involving the tutor.

### **The role of Parents is**

1. To support the academy in achieving its attendance targets.
2. To ensure your child attends regularly and on time. Students should be on school site by 8:30am. Arrival 30 minutes after start of registration with no relevant reason will be considered as an unauthorised absence for that session. A penalty notice may be issued for persistent lateness (10 separate instances) over a period of six school weeks.
3. To let the academy know as soon as possible if your child is going to be absent.
4. To work with the academy where attendance is an issue.
5. To ensure absences are covered by a telephone call or letter to the attendance office or tutor.

### **Role of the Form Tutor**

To achieve and maintain good attendance we must ensure that the form tutor is the key person in monitoring the attendance of all members of a form. The form tutor has daily contact with students and will be the first person to spot problems with attendance and be able to identify patterns of non-attendance.

Students register in their period 1 and period 5 lessons and the class teacher will follow up lateness.

The Form Tutor should:

1. Follow up students' non-attendance by questioning the individual. Absence will normally be explained by either a telephone call or a letter from home.
2. Monitor a student's attendance with the Trust's data dashboard and use their contact time to discuss any issues with parents.
3. Alert Heads of Year as to developing patterns of poor attendance, particularly when attendance drops below 97%.
4. Welcome students back after absence in a positive way and ensure they are able to cope within lessons.
5. Ensure that individuals and groups are aware of current levels of attendance every week. This list is obviously not exhaustive and tutors might have developed other strategies to improve attendance and are encouraged to share these within their Year group and with other colleagues.

### **Role of the Head of Year**

Follow up the work of the form tutor and should:-

1. Look at patterns of poor attendance for both individuals and the Year as a whole.
2. Take action if patterns are appearing and seek to resolve a student's nonattendance.
3. Work with the Attendance Officer in instances of poor attendance.
4. Liaise with home to ensure improved attendance which may include home visits by academy staff.
5. Make random visits to lessons to check on absentees and internal truancy.
6. Track individual's attendance using the data dashboard.
7. Ensure that students and groups are aware of their current level of attendance each week.
8. Keep the Quality Assurance file up to date and ensure it is a working document.

### **Attendance Officer**

1. To send the first day absence messages.
2. To Code absences where necessary
3. To work with the Heads of Year and form tutors to follow up poor attendance of individuals.
4. To liaise with Heads of Year and Pastoral Manager re home visits and maintain contact between home and academy.
5. To liaise with the Local Authority in order to prosecute the parents of students whose attendance has fallen below an acceptable level.
6. To liaise with the Local Authority with regards to issuing a Fixed Penalty Notice within the LA recommended guidelines.
7. To ensure that the computerised administration system is working effectively.
8. To provide relevant attendance data to Targeted Support staff, Assistant Principal, Head of Year or form tutor.

### **Role of Assistant Principal**

1. To monitor the overall attendance figure of both Year groups and the academy as a whole and take action to improve attendance.
2. To ensure that Heads of Year are taking appropriate steps to improve levels of attendance within the academy.
3. To work with the Attendance Officer and Targeted Support staff/ Outside agencies to co-ordinate attendance panel meetings within the academy.

### **Role of the Principal**

1. To ensure a consistent and reinforced message is delivered to parents, students and the whole academy community about the importance of good attendance.
2. To report on progress on attendance to the Governing Body.
3. To authorise issue of Fixed Penalty Notices in extreme circumstances, where all strategies to support improved attendance have failed.

## **Rewards**

At The Holgate Academy we believe that rewards are central to reinforcing good attendance. It is important that we reward good and improved attendance on a regular basis.

To celebrate and reward good attendance the academy will:

1. Keep Tutor Groups informed as to weekly attendance.
2. Hold regular assemblies relating to attendance.
3. Encourage students to monitor their own attendance via their pledge booklets and IIP activities.
4. Keep up to date displays in tutor rooms for good attendance.
5. We reward students for good attendance within the PosRe rewards system.

## **Absence**

The Academy, not parents, determines if an absence can be authorised. The following would be classed as authorised absence:

1. Genuine illness
2. Hospital appointment
3. Dental appointment  
(In 2 & 3 above, students should be encouraged to attend before or after the Appointment if at all possible and evidence their appointments).
4. Family funeral
5. Cultural/religious observance.

The following would be classed as unauthorised absence:-

1. Shopping trips
2. Looking after siblings
3. Looking after sick relatives
4. Preparing for holidays
5. Holiday in an academy Year.
6. Looking after house for parents.

## **Holidays**

Regulations since September 2013 now prevent schools and academies from granting any leave of absence except in exceptional circumstances. Family holidays, re-unions, special birthdays and other family events are not considered exceptional and so we will not be able to grant leave of absence for such events.

Any leave of absence not authorised by the Academy can lead to a Penalty Notice being issued by the local authority.

## **Unauthorised Absence**

The academy works very hard to maintain high standards of attendance and punctuality. As part of this work, the academy does have the authority to issue a penalty notice for absences during term time that have not been authorised.