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Policy for

Attendance and Truancy

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Prepared by:	Adopted by Board of Trustees	Signed	Renewal Date (Annual cycle)
MATBOM Mar 17	<b>May 2017</b>	<b>S Bowen</b> ----- Chair of Board of Trustees	<b>Spring Term 2018/19</b>

## **Attendance & Truancy Policy**

We believe that children will miss vital steps in their learning if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

Truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts.

Academies of The Aspire Educational Trust work closely with their School Council and hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a Trust community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### **Aims**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the Academies.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.
- To work with other schools to share good practice in order to improve this policy.

### **Roles and Responsibilities for the Policy and Procedure**

#### **Role of the Trust Board of Trustees**

The Trust Board of Trustees will:

- delegate powers and responsibilities to the academy Principal to ensure that all school personnel are aware of and comply with this policy;

#### **Role of the Local Academy Committee**

The Local Academy Committee:

- may nominate a Link Governor to visit the school regularly, to liaise with the Principal and the First Day Contact Supervisor and to report back to the Local Academy Committee
- will ensure that the attendance policy is carried out;
- will set the attendance targets for the year;
- will ask questions about trends and what is being done to prevent persistent poor attendees;
- will monitor termly progress towards these targets;

- will take responsibility for ensuring that the Academy complies with all equalities legislation;
- may nominate a designated Equalities Governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- will take responsibility for ensuring funding is in place to support this policy;
- will take responsibility for ensuring this policy and all policies are maintained and updated regularly;
- will take responsibility for ensuring all policies are made available to parents;
- will take responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Academy Principal**

The Academy Principal will:

- ensure all Academy personnel, pupils and parents are aware of and comply with this policy;
- undertake the daily monitoring of Academy attendance via the First Day Contact Supervisor by using an appropriate and effective registration system;
- monitor trends by using data effectively to help strategic planning;
- send to parents at the end of each half term a detailed attendance report on their child;
- target intervention and support to those children that have been highlighted as poor attendees;
- attend termly meetings with the EWO (Educational Welfare Officer) where this is appropriate/necessary;
- have in place a system for parents to report a child's absence;
- report to the Local Academy Committee the attendance figures and progress to achieving the set targets;
- remind parents of their commitment to this policy;
- promote the importance of attendance during assemblies;
- publicise good attendance during assemblies, newsletters and the termly report to the Local Academy Committee;
- introduce rewards and incentives to encourage punctuality;
- organise training for Academy personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- work closely with the First Day Contact Supervisor and Link Governor (where a Link Governor has been nominated);
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Local Academy Committee on the success and development of this policy;
- ensure the breakfast club is promoted (where applicable);
- ensure parents are signposted to the free walking bus (where applicable).

### **Role of the Academy Office Staff**

The office personnel are responsible for:

- implementing the policy with the Principal;
- monitoring individual and class attendance on a daily basis;

- keeping the Principal informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance;
- compiling attendance data for the Principal, the Local Academy Committee and the EWO (where applicable);
- ensuring registers are distributed to the teaching staff and are kept up to date

### **Role of the First Day Contact Supervisor**

The First Day Contact Supervisor is responsible for:

- contacting parents if they have not reported their child's absence by 10.00 a.m.;
- sending a letter if no contact is made;
- continuing to contact the parents throughout the day until contact is made;
- contacting the key worker if a child is on the child protection register and no reason has been given for the child's absence;
- informing the Principal of trends in absence.

### **Role of Academy Personnel**

Academy personnel will:

- comply with and implement this policy;
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the Academy office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance at parent-teacher consultations.

### **Role of the Nominated Link Governor (where applicable)**

The Nominated Link Governor will:

- work closely with the Principal and the First Day Contact Supervisor;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Local Governing Academy Committee every term.

### **Role of Parents**

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- informing the Academy on the first day of absence;
- informing the Academy of any changes to their contact details;
- collecting their children on time;
- taking part in periodic surveys conducted by the Academy;
- NOT taking holidays in term time;
- supporting the Academy Code of Conduct and guidance necessary to ensure smooth running of the Academy.

## **Role of Pupils**

Pupils are responsible for:

- arriving at the Academy on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant;
- supporting the school Code of Conduct and guidance necessary to ensure the smooth running of the Academy;
- liaising with the School Council;
- taking part in questionnaires and surveys.

## **Procedures**

### **Dealing with Trends in Attendance**

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Principal (and EWO where applicable) to explain their child's repeated absence;
- If there are underlying reasons for the absence, support will be given for example, walking bus, free breakfast club, as applicable.
- If there are no valid underlying reasons, then the situation will be monitored for improvement;
- If there is no improvement then the EWO will take the appropriate action (where applicable).

### **Dealing with Lateness**

The office personnel monitor lateness and inform:

- the Principal of patterns of lateness;
- parents of the Academy's concerns and arrange a meeting with the parents and the Principal so that the problem can be addressed.

### **Dealing with Truancy**

If a pupil is thought to be playing truant then the Academy will inform:

- the parent/carer;
- the police.

All truants will receive:

- sanctions;
- support;
- discussions with the EWO (if applicable) to understand the seriousness of the matter;
- a programme of monitoring and support.

The Police must be informed immediately if a pupil leaves an Academy without prior permission.

## **Absences**

**Religious Observance** – a maximum of three days absence is allowed for religious observance.

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Academy website
- the newsletter
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- academy events
- meetings with Academy personnel
- communications with home such as weekly newsletters and end of half term newsletters
- reports such as annual report to parents and Principal reports to the Local Governing Body
- information displays in the main Academy entrance or hall

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at our academies.

## **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed every three years by the First Day Contact Supervisor, the Principal and the nominated Link Governor (where applicable) and the necessary recommendations for improvement will be made to the Board of Trustees.

## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Attendance &amp; Truancy</b>				✓

This policy affects or is likely to affect the following members of the Academy community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓			

Question	Equality Groups																		Conclusion										
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>

