



Co-op Academy  
Manchester

## Attendance & Punctuality Policy

<b>Contents</b>	<b>Page Number</b>
Attendance & Punctuality	2
Policy	2
Contact with Parents/Carers	3
Attendance Officer	3
Academy Attendance Panel	3
Monitoring of Attendance	3
Monitoring of Punctuality	5
Attendance Information	5
Holidays in term time	6
Legal Sanctions	7
Procedures & Strategies to Support Good Attendance and Punctuality	9
Monitoring, Evaluation and Review	13

## **Attendance & Punctuality**

Regular academy attendance and good punctuality is considered essential to ensure sustained academic progress and social development. Every Child matters at Co-op Academy Manchester. Regular attendance is an integral part of success. The link between attendance and attainment is firmly established and well documented. Those pupils who attend more tend to achieve better qualifications than those who do not. Those with excellent attendance records are more likely to be able to access higher education and have better employment prospects. Regular attendance is essential if pupils are to reach their full potential.

The academy sees the maximising of attendance and punctuality rates as one of its key tasks. It is the academy's priority that each pupil knows what their current attendance is, how to improve/maintain it and what their attendance target is. The academy will work hard to provide a welcoming, caring environment where every pupil feels safe and valued.

## **Policy**

This policy gives notification to parents of actions we will take to promote excellent attendance.

In order to promote maximum student attendance and good punctuality Co-op Academy Manchester will:

- Promote a positive supportive ethos based upon our values and principals of Fairness, Ambition and Respect;
- Staff act as role models for standards of attendance and punctuality;
- Employ systems and create strong partnerships to inform parents/carers of expectations regarding student attendance;
- Emphasise throughout the whole staff the importance of good relationships with pupils, parents/carers and respond appropriately to their needs;
- Reduce the number of PA pupils and on track PA's;
- Work co-operatively with external agencies;
- Monitor student attendance/punctuality and take relevant action based on data available;
- Support long-term absentees with the aim of successful integration;
- Employ systems to identify internal truancy;
- Provide a 'stepping stone' personalised curriculum to meet the needs of individual students;
- Reward excellent or improved attendance in a variety of ways;

- Show commitment to staff development strategies for improving student attendance;
- Appoint a named governor who has oversight of attendance procedures on behalf of the governing body and who chairs the Attendance Panel;
- Follow the 'Every Child Matters' ethos.

### **Contact with Parents/Carers**

The academy will take advantage of appropriate opportunities to emphasise the importance of good student attendance and punctuality with parents/carers who are primarily responsible for ensuring students attend school through:

- The prospectus
- The address to parents on; New Intake Evening, Open Day and other academy events
- Parents' consultation evenings
- Newsletters to parents from the Principal
- Letters/text/phone calls home
- Personal interviews
- Website Regular Blogs
- The school APP

Parents/carers are also informed of the precise arrangements for notification of absence/punctuality issues.

The academy seeks to work in partnership with parents/carers and to foster a supportive relationship in the interests of the student. Parental contact is established as a first step and not a last resort.

### **Attendance Manager**

The principle function of this manager is to help parents and carers to meet their statutory obligations on school attendance. The manager has a clear preventive role. Through home visiting they may be especially well placed to assess a non-attender's problems in the wider family context.

There are regular weekly timetabled meetings between Learning and Pastoral Officers, SEN co-ordinator, SLT line manager and Attendance Manager.

### **Academy Attendance Panel**

The Attendance Panels are a series of regular multi-disciplinary meetings, held at the academy, to discuss individual students or families whose poor attendance has given serious cause for concern. Parents/carers are invited to attend the meetings, which it is hoped provide an opportunity for concerted positive action to be taken early to prevent more serious problems developing. The students are also present. Where appropriate the school nurse will be included.

## Monitoring of Attendance

The Learning Tutor is responsible for maintaining the form register and for monitoring individual attendance. It is his/her responsibility to check that all absences are accounted for and appropriately coded. In the case of absences known in advance (e.g. medical treatment, funerals or religious observation) prior written notification is required; where the absence is medical evidence will be required, failure to do so may lead to the absence not being authorised. Parents/carers are requested to arrange leave of absence within the academy holiday periods. Should any leave of absence be taken without notifying the academy or obtaining the Principal's authorisation a Penalty Notice fine will be served.

If a student fails to return from a leave of absence and contact with the parents has not been made or received, within 20 days the school may take the student off the school's roll in compliance with the Education (student Registration) (England) Regulations 2006. This means that the child will lose their school place.

Parents/carers are requested to contact the academy on the first day of student absence before 8:30am where possible. If no message is received a phone call is made by the Student Services, who keeps a record of the results of phone calls made and provides feedback for the Learning Tutor. The importance to our systems of contact numbers leads to regular data checks.

As part of our safeguarding initiative home visits can be made even if we have received a call to say a student will not be in school, (SATS) this is to fulfil our duty of care obligation.

Persistence absence (where a student's absence falls below 90%) is monitored and reviewed weekly in conjunction with the Learning and Pastoral Officer. Intervention strategies are implemented immediately to raise attendance and address individual needs. Year attendance targets are set and displayed. Form tutors are regularly provided with weekly data concerning the attendance and absence of students in their forms to enable them to monitor effectively and counsel students accordingly. Learning tutors comment on attendance in all academy reports and set clear targets for possible improvements. The Attendance Manager will provide weekly monitoring lists to the Learning and Pastoral Officers to monitor intervention work with students.

In addition, all students are made responsible for monitoring their own attendance and recording this in their student planners. Lessons such as PD/PHSE and Careers emphasise the importance of a good attendance when seeking a place in FE or entry into a career.

Good attendance and punctuality are recognised and rewarded throughout the year. Learning and Pastoral Officers are responsible for monitoring attendance for their year group and following up absences giving cause for concern. In so doing, every effort is made to establish a mutually supportive relationship between home and the academy.

Action may include any or all of the following, dependent on circumstances:

- Lost learning time made up at the end of the day, up to a maximum of 1 hour.
- Counselling of the individual student

- Telephone conversation(s) with parents/carers
- Letters or meetings with parents/carers and other family members
- The use of an interpreter in the case of non English speakers
- Referral to the attendance manager for home visit(s)
- Meeting in the academy with the Principal
- Use of report card to monitor attendance
- Use of contract to support attendance
- Safeguarding Attendance Tracking Strategy home visits ( SATS )
- Referral to Attendance Panel
- Individual support programme, e.g. amended timetable, change of class or teacher with a Pastoral Support Plan (PSP)
- Fixed Penalty Notices for unauthorised absence which can lead to a fine per parent in respect of each child
- Cases forwarded for prosecution for non-attendance
- The placement on EDU Class or EDU Learn where a student is unable to access learning in school or is prohibited from attending school.

If evidence of unauthorised absence is found, parents/carers are always informed and are given the opportunity to discuss the circumstances and the action to be taken. Students are counselled by the Learning and Pastoral Officer or a teacher with whom they have a positive relationship on the dangers inherent in their actions and the detrimental effect on their own development.

In addition, to support the behaviour sanctions and strategies in the academy, any student who refuses to comply with the academy dress code, in respect to uniform, hair colour and style, makeup, jewellery or piercings-will be placed in Internal Exclusion. Any student failing to comply with this sanction will be sent home and expected to return the same day in the correct uniform. If the student does not return in the correct uniform a meeting will be arranged the following day with the parent/carer to discuss non-compliance with the academy uniform policy. Failure to attend this meeting will lead to unauthorised absence and legal penalties being implemented.

## **Illness**

Parents / Carers are responsible for informing parents on the first day of absence that their child is too ill to attend school where ever possible before 8:30am. If your child is absent for 3 days or more we will require a medical certificate from your G.P. or a stamped academy medical card stating your child is too ill to attend school. Where attendance levels are of concern and monitoring is in place, Medical evidence will be required for all absences. Telephone calls are made to every parent/carer of a student who is absent from the academy each morning. If we cannot make contact, a text message will be sent. When students are absent from school for medical reasons the ownership is on the parent to provide evidence of illness not the academy.

## **Monitoring of Punctuality**

From 8.30am students are registered as late by a senior member of staff. This is recorded on the academy systems. A 30 minute lost learning time takes place at the end of each academy day. Recent legislation passed by the Government requires that we **do not** have to give 24 hour notification to parents.

All academy gates are locked at 8.40am except the student entrance. If you arrive to the academy late you need to go straight to Student Services. Student Services sign in all late students. The academy closes the statutory register at 9.15am. Any student arriving after this time will receive an unauthorised absence mark.

Parents and students are reminded that lost learning time, if a student arrives late (each student will complete 30 minutes with the Learning Pastoral Support Officer responsible for their Year Group) to be completed at the end of the academy day this is to ensure that students do not miss valuable learning time and are able to continue making progress within all subjects.

At the end of the academy day all students will be able to leave from the Student Services exit gate.

## **Attendance Information**

### **Pupils**

Information concerning attendance should be given to pupils at the beginning of every week.

Form tutors and associated form tutors should inform the individual pupils in their tutor groups of:

- The pupil's current attendance %
- The pupil's target attendance
- Strategies for improvement

In addition, form tutors should inform pupils who are border-line or on track PA of the number of absences they have accrued and of what the half – termly boundaries are.

### **Parent/carers**

Parent/carers will be given information on their child's attendance at the beginning of the academic year. This information will include their child's current attendance and their target attendance.

Every half term the school will update parent/carers of the above and will inform them of the number of absences their child has accrued and what this means in terms of the PA register.

The information given will also state the number of unauthorised absences, and which pupil tracking colour band their child is in.

### **Staff**

All staff will have daily, updated information to hand from the Attendance Manager.

Pastoral teams will have more detailed information concerning their particular year group on a weekly basis at the morning pastoral briefing. This information could take the form of year group data such as graphical comparisons of all five year groups, form groups within a year group, percentage attendance of different ethnic groups, SEN, absence codes etc.

Staff are expected to comment on such data and come up with strategies in order to improve it – for example, mentoring a group of EAL pupils, discussing patterns of illness with particular members of their form, investigating extra support for SEN pupils etc.

Staff are also be expected to share good practice.

Learning and Pastoral Support Officers are expected to feed back this information to the Attendance Manager on a regular basis.

### **Leave taken in term time**

99 – 100%	Excellent
97 – 98%	Satisfactory
96% and below	Poor

The governing body of Co-op Academy Manchester would like to point out to **ALL** parents that any leave of absence that is taken in term time are likely to affect the education and learning of your child/ children. Requests for leave in exceptional circumstances to be taken during term time should be submitted in writing to the Principal, at least two weeks in advance.

In accordance with the local authority guidance the governing body will NOT consider authorisation of any leave of absence in the following periods of time or circumstances:

- During the first half term of a new academic year
- When the leave of absence would occur 2 weeks prior to or during internal examinations / assessments
- If in granting the request, the pupils attendance rate would fall below 98%
- Any year 11 student

**The academy recognises we have students from all ethnic backgrounds and cultures and we embrace the cultural diversity they bring here. During the academy day we offer students from all religious persuasions the opportunity to use our prayer room. Students are expected to attend the academy on festival and religious days in the morning until midday. They will then be allowed to leave the academy for their religious observance. Applications for absence for this type must be made in writing to the Principal in advance. Failure to do so may lead to the absence being recorded as unauthorised.**

# Legal Sanctions

## **Attendance and Parenting Contracts**

Attendance and parenting contracts are voluntary agreements between the school and the parent/carer and are signed at admissions entry.

It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed on a half-term basis.

The contract can be used as evidence in a prosecution, should parents/carers fail to carry out agreed actions.

### **The Parenting Contract will be drawn up by:**

- Relevant Learning Pastoral Support officer dealing with pupil
- Attendance Manager dealing with the family

The outcome of the meeting will be recorded on SIMS by the person drawing up the Parenting Contract.

## **Attendance Panels**

Attendance Panels involving the Attendance Lead, the Attendance Manager and a Member of the School's Governing Body (Attendance) will be set up as an early intervention strategy well before prosecution is considered. The panel may include the school nurse if this is deemed appropriate by the academy.

The Attendance Panel will discuss with the parent/carer the school's concerns and the issues that have affected the pupil's attendance.

**The Attendance Manager will draw up a Parenting Contract in order to improve attendance. This may include a support package for the pupil and the parent/carer. A referral to Early Help will be considered. The outcome of the meeting will be recorded on SIMS by the Attendance Manager.**

## **Penalty Notices**

### **Penalty Notices will be considered when:**

- A pupil is absent from school for the purpose of a holiday in term time when the holiday has not been authorised by the school;
- A pupil has accumulated at least 5 sessions of unauthorised absence (including unauthorised lates) and further unauthorised absence had occurred following a penalty notice warning to improve attendance.

A Penalty Notice gives the parent/carer the opportunity to discharge themselves of their legal responsibilities. Each such Penalty Notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

Section 444 of the 1996 Education Act.

**The Attendance Manager will be responsible for collating the evidence for the Local Authority.**

### **Prosecution**

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates Court may be taken. The school will provide the Local Authority with the evidence needed for a prosecution under Section 444 of the 1996 Education Act, and will appear as a witness for the Prosecution if required to do so.

This is to make sure that parents are fully aware of their own responsibilities in ensuring attendance at school and returning children to education.

Section 444 of the 1996 Education Act states that if a parent fails to ensure the regular attendance of their child if he/she is a registered pupil at the school and is of compulsory school age, then they are guilty of an offence. Or Under section 444(1A) EA 1996, a parent commits a further offence where the circumstances in section 444(1) apply and the parent knows that the child fails to attend regularly at the school and fails to cause the child to attend.

A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of 3 months.

**The Attendance Manager will be responsible for preparing the case for the Local Authority.**

# **Procedures and Strategies to support good attendance and punctuality**

## **Appendix A Types of Absenteeism**

Persistent long-term absenteeism - A student who persistently does not attend the academy on a daily basis

The Attendance Manager and involvement of other external agencies, e.g. police, social services, medical, is always considered.

Systematic contact is maintained with home.

A planned meeting is arranged on a student's return to the academy and support strategies put in place, usually including a modified timetable.

### Irregular Absenteeism

Possible patterns of non-attendance are identified.

The curriculum is examined for possible causes.

The effective of possible teacher absence is considered.

Causes such as extended weekends or training days is considered and targeted for extra vigilance.

### Internal truancy

All students are registered for every lesson.

Students tempted to truant internally are encouraged to share problems with a member of staff through the pastoral and academic progress systems.

Occasional spot checks on a specific period of the academy day help to identify students who abscond from lessons.

### School Phobia

Identifying long term absence is the beginning of a long process. It is believed that punishing truants only reinforces negative feelings about school. The principle outcomes aimed for are the improvement of self-esteem and successful reintegration into school life.

The Attendance Manager and Learning and Pastoral Support officer are always involved.

The student may be referred to the external outside agencies as deemed appropriate by the academy.

The student is reintroduced gradually into the academy through a variety of different strategies including personalised timetables.

An achievable short term target is set for attendance.

A point of contact in the academy is established and special arrangements made at break and lunchtime.

Progress on attendance is reviewed regularly with the Learning tutor and Learning and Pastoral Support Officer to take account of failures or sudden relapses.

It is acknowledged that long-term absence can lead to anxiety if contact is not maintained with the student.

## **Appendix B Strategies to support good attendance**

### The Curriculum

The academy seeks to ensure that the curriculum meets the needs of individual students, therefore encouraging them to attend.

At Key Stage 4 an alternative curriculum is offered which involves students in working in the community and is directly related to world of work.

All students are given full access to option choice at Key Stage 4, including a vocational option.

Learning Tutors play a key role in improving the attendance and punctuality of students within their form.

Where possible extra-curricular activities are used as a means of improving academy attendance by enhancing a student's commitment to school.

A variety of Teaching and Learning strategies will be used to engage students and sustain good attendance.

Special curriculum enrichment days are planned to provide specific focus and interest.

Only in exceptional circumstances, when agreed by the Principal, will study leave be allowed for examinations. All students in Year 11 will continue their studies in Year 11 until the last exam.

Correlation between achievement and attendance on Pupil Premium students.

## **Appendix C Time Management**

The academy is opened early to receive students. A breakfast service is provided in the dining hall.

The Learning Resource Centre is always open during the lunch break and at the end of the academy day.

All students remain on the academy site at lunch time. There is a varied menu in the dining hall which takes into account of student preferences.

## **Appendix D**

## Rewarding Attendance

Rewarding good attendance can itself improve overall attendance rates.

The academy expects good attendance and will, emphasise its importance to the student and parents.

Attendance is central feature of the academy reward system and all staff will be responsible for improving attendance rates.

Good attendance and punctuality are rewarded regularly through assemblies, year meetings, certificates, letters home, class and individual prizes, gift tokens, merit marks etc.

Improvement, as well as consistently good attendance, is rewarded.

Achievable targets are set for individuals, forms and year groups on a half termly basis.

## **Appendix E**

### Staff Development

The academy staff will promote good attendance and highlight its importance to students, and will be a regular agenda item at staff briefings, pastoral team meetings and ALT meetings.

The monitoring and encouragement of student attendance is a regular feature of induction and pastoral training where the pivotal role of the form tutor is established.

All members of the academy staff will be committed to staff development, relating to strategies for improving attendance.

## **Appendix F**

### Attendance Panel

Composition of Attendance Panel

Chair: Vice Principal  
Learning and Pastoral Support Officer  
Attendance Manager  
Representative from the Governing Body  
Possible representation from external agencies  
Pupil, Parents/Carers

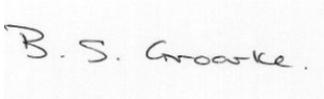
### Structure of Meetings

1. Cases brought to the Attendance Panel will be introduced by the Vice Principal for Behaviour and Attendance.
2. The Attendance Manager provides background and current information and outlines intervention strategies employed so far.

3. The Learning and Pastoral Support Officer provides details of student's education and social development, behaviour, attitude to school etc.
4. The parent(s)/carer(s) have an opportunity to give their views and outline any concerns regarding the academy.
5. The views of the student are sought.
6. After careful consideration the Panel agrees a course of action.

## Monitoring, Evaluation and Review

The Governing Body will review this policy every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

<b>Adopted by Co-op Academy Manchester on</b>	<b>5<sup>th</sup> July 2018</b>
<b>Chair of Governing Body</b>	
<b>Principal</b>	
<b>Review date</b>	<b>May 2020</b>