



ATTENDANCE POLICY

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The framework for our whole centre attendance policy is based on the 5 'Ps' - namely, PHILOSOPHY, PRINCIPLES, PROCEDURES, PERFORMANCE & PRACTICE.

PHILOSOPHY

Kickstart Academy is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a centre, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our centre to celebrate achievement. Attendance is a critical factor to a productive and successful centre career. Our centre will actively promote and encourage 100 per cent attendance for all our pupils.

Our centre will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-centre links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

PRINCIPLES

The centre will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law
- complete registers accurately at the beginning of each session
- stress to parents/carers the importance of contacting staff early on the first day of absence
- reward good and improved attendance of all pupils
- promote positive staff attitudes to pupils returning after absence
- consult with all members of the centre community and the EWS in developing and maintaining the whole centre attendance policy
- ensure regular evaluation of attendance procedures by senior managers and the management committee
- work towards ensuring that all pupils feel supported and valued. We will send a clear message that, if a pupil is absent, she/he will be missed
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of others

PROCEDURES

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- contact the parent by telephone/ text message, inform Pastoral Support/EWO
- send a second letter if an explanation has still not been received after three days of unexplained absence
- refer to the centre's Attendance Support Team (T&W) if no response is received.
- invite the parents into centre if there are any attendance issues, unless other action is planned. This meeting will include a senior member of staff, parent, pupil and the EWO. The aim of this meeting will be to identify and resolve the difficulties, which are preventing the pupil from attending centre. The parents/carers will be made aware of the legal requirements regarding centre attendance
- help the pupil's re-integration where a pupil is returning to centre after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the centre staff and will be designed to be as supportive of the pupil as possible

In order to ensure the success of this policy every member of the centre staff will make attendance a priority and convey to the pupils the importance of their education

PERFORMANCE

It is important to set realistic targets for attendance. In compiling an Action Plan, the EWO/centre will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the centre will consider whether or not:

- attendance has improved
- punctuality has improved
- parental response to absences has improved
- re-integration plans have been successful
- the centre has been successful in raising the profile of attendance both within the centre, governing body and the local community
- pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within centre
- attendance issues have been included as topics in centre assemblies, Personal and Social Education (PHSE) lessons, or as a theme for any other lessons

MONITORING PUPILS ATTENDANCE WHILST NOT IN SCHOOL

Parents/carers of pupils not accessing full time education will agree to ensure the safety of their son/daughter whilst not in school, between the hours of 0900 and 1430 every school day. Regular "Safe and Well" checks will be performed during periods the pupil is not in school. Modified Timetable documentation clearly states the expectations of the school and parental responsibilities.

When "safe and Well" check are performed but no contact with parent of pupil is made, Kickstart Academy Behaviour/Pastoral support Tutor will perform a Home Visit. Where it is not possible to complete this check the Local Authority Educational Welfare Officer will then aim to complete the check to ensure the safeguarding needs of the pupil are being met and if any further support for the family/parent is required.

PRACTICE

The centre will recognise the importance of good practice by:

- Telephone calls will be made for every pupil not in attendance for both morning and afternoon periods.
- Safe and Well protocols to be followed for MTT non-attendance
- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-centre attendance
- Liaising closely with the centre's EWO
- Recording carefully, all telephone messages
- Ensure CPOMS system is updated promptly

This policy is to be used in conjunction with attendance guidance and procedures.