

# Attendance Policy

**Article 3:** *All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.*

**Article 4:** *The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.*

**Article 28:** *You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.*



**Grange  
Academy**

*Belong • Believe • Achieve*

Reviewer: Catherine Assink – Head of School

Reviewed: January 2021

Due for review: January 2022

# Philosophy, Key Principles and Aims

## Philosophy

The Grange Academy attendance policy supports staff in providing parents and pupils with a clear and simple framework designed to help them to achieve self-discipline and assume responsibility for attendance at school and in lessons.

- Good attendance is essential if pupils are to derive maximum benefit of the academic and social opportunities on offer at Grange Academy
- Vulnerable pupils who do not attend school without authorisation are putting themselves at risk
- It is possible to actively foster good habits of attendance and punctuality in our pupils which will help to prepare them for the world of work and life after school
- A whole school approach is the best way to promote good punctuality and attendance and to monitor unauthorised absence
- A prompt response involving parents is the best way to deal with non-attendance and unauthorised absence

## Key Principles

- Setting good habits of regular, punctual attendance needs to be started early
- Early intervention for unexplained absence is essential
- Achievements in good attendance should be rewarded in assembly with the presentation of certificates and incentive schemes
- Parents should be encouraged to support good attendance through home-school agreements, parents' meetings and newsletters (Appendix 1 and 2)

## Aims

To keep our attendance rate at 96% or better

- To keep the incidence of unauthorised absence to 1% or less.
- To ensure early intervention for persistent absentees.

## Guidelines for Implementation

- Registers must be completed electronically twice a day – Appendix 3 for codes
- Reason for absence must be marked up using the agreed codes – additional information can be added as a note
- The attendance officer is the key person responsible for monitoring unauthorised absence so that any patterns can be acted on swiftly
- Any unauthorised absence must be dealt with early on through discussion between the Form Tutor and the pupil/parent
- School administration staff will regularly monitor attendance and contact parents on any day a pupil is absent without explanation
- Persistent problems must be referred to the SLT member responsible for attendance
- Attendance data is analysed and discussed at half termly liaison meetings with the Education Welfare Officer
- Attendance data is reported to and monitored by the Local Advisory Board and BILTT Trust Board
- Referrals to the Local Authority Education Welfare Service are made at the liaison meetings
- Clear criteria for referrals have been agreed and are closely adhered to

# Home-school Agreement



**We at Grange Academy aim to provide a learning environment where all pupils learn, are happy, safe and thrive.**

We promise to keep you informed about the progress of your son/daughter's learning, to value and celebrate their academic and personal achievements and to share with you promptly any concerns about your child.

## In school we agree to...

- Teach, care for and supervise your child at all times of the school day;
- See your child safely off the premises at the end of the school day;
- Celebrate achievements through the marking of work, praise and the awarding of certificates;
- Help your child to become responsible for his/her behaviour;
- Set learning log activities that are appropriate to the age and ability of your child;
- Offer a range of in school and after school clubs to support the learning of pupils in a variety of contexts and to provide access to multi-media resources;
- Keep you informed of the main topics and themes to be covered each academic year;
- Tell you in advance the dates of school holidays, events and the details of public examinations;
- Produce high quality newsletters to inform you about learning both in and out the classroom
- Work in partnership with you in order that your child learns, experiences success in school and achieves their full personal and academic potential.

• **Signed**

.....  
**Staff**

## We ask you, the pupil, to...

- Obey all the school rules for your own and other's safety;
- Come to school wearing the correct school uniform, and footwear with outdoor clothing appropriate to the time of year;
- Bring your school bag (with your pencil case, school diary and any kit/cooking ingredients you might need for the day);
- Complete learning log tasks, spelling homework, reading or written work and hand them in on time;
- Speak politely to all staff and pupils, at all times;
- Co-operate with and be polite to the drivers and escorts of all school transport;
- Behave sensibly when travelling on public transport to the school;
- Sit quietly when travelling on the bus;
- Arrive at lessons on time and be ready to learn;
- Leave all jewellery (except ear studs which are the only jewellery allowed for Health and Safety reasons) at home on school days;
- Behave appropriately in the corridors when walking to or waiting to go in to lessons;
- Play safely, with NO physical contact, in the playground;
- Hand in your mobile phone to the office or your form tutor/teacher for safekeeping.
- Not swear and use appropriate language at all times.

**Signed**

.....  
**Pupil**

## We ask you, parents/carers, to...

- Ensure that your child arrives at school well rested and ready to learn;
- Provide your child with dinner money or a healthy packed lunch if they are not eligible for a free school meal (never send drinks in glass bottles which can cause accidents);
- Contact County Hall with any concerns about school transport;

**Contact us on your child's first day of absence, before 9.30am and write a brief letter to give a reason for the absence when they return to school;**

- Make sure we have **2** emergency telephone numbers in case your child is unwell or has an accident in school;
- Tell the school about any medical condition, allergies or medication that your child takes regularly;
- (Remember, we can only give paracetamol if we have your written consent.)
- Share any worries and concerns about your child with his/her form tutor;
- Encourage your child to speak kindly and politely to everyone at school;
- Avoid taking family holidays during term time;
- Check your child's school diary regularly and sign it at the end of each week;
- Try to provide a quiet place for your child to do his/her homework;
- Support your child by for example listening to them read, using money in supermarkets and reminding them about road safety;
- Provide your child with the correct school uniform, P.E. kit and a school bag (with a pencil case);

**Signed**

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**Parent/Carer**

## Appendix 2

### ATTENDANCE MATTERS AT GRANGE ACADEMY

WHY?

Please make sure your child comes to school EVERY day unless they are really ill

- They learn best when they are in class with their teachers and their friends
- They can ask for help straight away if they don't understand something
- They find it hard to catch up when they miss work
- They get worried when they fall behind with their studies
- They like regular routines
- They need to get into good habits of attendance to prepare them for the world of work
- It is your legal responsibility to make sure they come to school

HOW?

- Make sure you know the term dates and send your child in on the first day of each term
- Help them pack their school bags the night before
- Get them up nice and early
- Give them a good breakfast
- Make sure they are ready for the bus in plenty of time
- Try to ignore their moans and whinges but tell us about any genuine worries they may have
- Give them lots of praise for going to school
- Do not book holidays in term time – you are saving money at the expense of your child's education
- Don't take them shopping in school time – do it at the weekends
- Only take half days off for appointments

## Appendix 3

### Using the electronic Register (Integris)

The following table shows the appropriate codes to be used

- - Attendance Not Required

# - Planned whole or partial school closure

\* - Not Yet Marked

/ - Present

B - Educated off site (NOT Dual reg.)

C - Other Authorised Circumstances

D - Dual registration (attend elsewhere)

E - Excluded (no alternative provision)

G - Family holiday (NOT agreed)

H - Family holiday (agreed)

I - Illness (NOT medical or dental)

J - Interview

L - Late (before registers closed)

M - Medical/Dental appointments

N - No reason yet provided for absence

O - Unauthorised absence

P - Approved sporting activity

R - Religious observance

S - Study leave

T - Traveller absence

U - Late (after registers closed)

V - Educational visit or trip

W - Work experience

X - Non-compulsory school age absence

Y - Unable to attend due to exceptional circumstances

Z - Pupil not on roll

- If a Form tutor has not been told by the office or the parent why a pupil is not in school they must use the N – no reason yet provided
- The office staff will update the register once/if a reason is given later
- Morning registration: All registers must be completed no later than 9.10am – the registers then are closed at 9.20am
- Afternoon registration: All registers must be completed by 1.20pm – the registers then close at 1.45pm
- Attendance officer will monitor the registers on a weekly basis and inform the SLT member responsible for attendance. This will allow for more effective liaison with the Education Welfare Service.

## **Attendance targets for 2020-2021**

- Whole school attendance is at least 96%, when removing those who receive a package of education off site from the data set.
- Yearly attendance of disadvantaged pupils is at least as good as non-disadvantaged pupils, when those receiving a package of education are removed from the data set.
- To reduce the number of persistent absentees (PAs) who are disadvantaged.
- There is no more than +/- 1.5 percent variation between disadvantaged pupils' attendance within key stages.
- Incentive programme ensures disadvantaged pupils with attendance below expectations meet their set targets.
- Tracking of those receiving a package of education ensures learners are swiftly supported to remain engaged in learning should their attendance begin to decline.