

# Attendance and Punctuality Policy

## Livingstone Academy, Bournemouth

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## **Attendance**

It is Academy Policy to monitor and maintain attendance to a high level. Every student must attend every lesson of each Academy day. The Academy encourages a climate where high attendance is the 'norm'. Students must be made aware of the vital connection between attendance and achievement. All staff and particularly Attendance Officer/Form Tutors have a crucial role to play in this process. The Head of Secondary is responsible for regular liaison with the Education Welfare & Courts officer/Attendance Officer regarding poor attendance. Weekly attendance statistics are compiled and an attendance notice board outside Attendance Officer highlights the top School and Tutor Groups of the preceding week. Significant improvements and high levels of attendance are reinforced in Assemblies. Special Celebration of Achievement Assemblies that take place termly, recognises students with excellent attendance.

## **Why is attendance important?**

We all have a responsibility to ensure that ALL students attend school regularly. The Academy will use all external agencies to ensure that it secures the highest possible attendance for all students to ensure they are given the best possible starting point in life and improving their life chances.

## **Parents/carers**

We expect that all parents/carers will:

- Work with and support the Academy ensuring that their children attend each day and on time.
- When an absence occurs, the Parent/Carer will contact the Academy ([attendance@livingstone-aspirations.org](mailto:attendance@livingstone-aspirations.org)) before 8.30am on the first day of absence, to provide the following information: child's name and form group, reason for absence and the anticipated length of absence.
- Inform the Academy immediately if there is any change in contact details.
- Notify the Academy of any problems which may affect attendance and punctuality including medical conditions. Medical treatments must be evidenced.
- Arrange medical appointments outside school hours. When this is not possible, provide the Academy with a copy of the appointment letter/card.
- Arrange family holidays during periods when the Academy is closed.

## **Students**

We expect that all students will:

- Attend the Academy daily and arrive by 8:30am, ready for line up. We all have a responsibility to ensure that ALL students attend school regularly. The Academy will use all external agencies to ensure that it secures the highest possible attendance for all students to ensure they are given the best possible starting point in life and improving their life chances.
- Arrive promptly for the start of each lesson.
- If late, students will be expected to accept a sanction and will be monitored to ensure improvement is seen.

## **Attendance officer**

- Attendance Officer to action first day of absence – Parents/Carers to be contacted by text messaging and/or telephone calls to establish reason and eliminate the possibility of truancy.
- Absence letters to be posted to Parents/Carers who have not responded.
- Absences of more than 3 days without engagement will result in a home visit by the Academy.
- Monitor students that are persistently late and refer to EWO when necessary.
- To provide daily updates on attendance to EWO for vulnerable students.
- Maintain accurate records for Attendance & Punctuality.

## **Morning roll call**

- All students line up in the playground for 08.30am.
- Form Tutors then collect the class and walk together to the classroom. The register is then taken.
- Any student arriving after the line-up has been dismissed (08:30am onwards) will be registered in the 'Late' book at reception. The Attendance Officer enters the late mark into our SIMS system.
- Registers will be taken for all Periods of the day INCLUDING Form Time
- Teachers do the register electronically.
- Absences will be recorded in the registers and statistically as 'authorised' and "unauthorised".

## **Academy target**

All students have a 98% Attendance target and a 99% Punctuality Target. All students that reach the targets will be entered in a reward raffle where they can win great prizes. This takes place 3 times per year at our Celebration of Achievement Assemblies.

## **Family holidays**

Parents should not take students on holiday during term time. The Academy does not support holidays and the absence is recorded as unauthorised. The law states that schools may not grant any leave of absence during term time unless there are exceptional circumstances. A Penalty Notice could be issued to a parent/carer taking a student out of the Academy during term time for a holiday.

## **Non-attendance**

Non-attendance at the Academy for any reason is an important issue that must be treated promptly and seriously. Every case is different and there is no standard path that can be followed in applying intervention strategies. In some cases, prosecution may be used as the last resort when other intervention strategies have failed to bring about an improvement in attendance. In other cases, prosecution may be the only appropriate response where acting early will prevent problems from worsening. In all cases of non-attendance, it is essential that early action is taken.

## Persistent absence

Persistent absence is when a student's attendance falls below 90% in any academic year. We acknowledge, in a small number of cases, medical reasons can cause a student's attendance to fall into this category and is beyond the control of parents/carers and students. However, this is very rare and persistent absence is often down to generally poor attendance at school, unauthorised holidays or ineffective parenting. The academy and the law are very clear, it is a parental responsibility to ensure that your child attends school regularly. When monitoring attendance, we also undertake a trend analysis to identify whether students are more likely to be absent on any particular day. When a student reaches the persistent absence threshold the Academy reserves the right to conduct a home visit on the first day of each episode of absence to verify the absence and identify any further support. If the Academy is in receipt of independent medical evidence then we will carry our home visits to support your child's education and welfare.

**The Academy will also conduct home visits, at our discretion, where we have concerns over a child's attendance or punctuality at school.**

## Resolving attendance problems

While the parent/carer is primarily responsible for ensuring their school-registered child attends regularly, where school attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent/carer, Academy and Local Authority. The issues behind the non-attendance may be complex and the type of intervention required will depend on each individual case and an external agency assessment may be appropriate. The Common Assessment Framework (CAF) provides an appropriate framework for identifying the issues. This should be the first assessment used unless there are concerns that suggest an urgent need for a specialist assessment.

## Partnership working

As per our safeguarding policy it is vital that we work in partnership with parents and carers to ensure that we achieve the high level of attendance possible for every child. We as an Academy we will go to all lengths to ensure students attend school as we believe it gives them the best opportunity to achieve the master key in life which is at the heart of our core vision.

## Punctuality

Due to the need to ensure punctuality to both the Academy and lessons, students must realise lateness is totally unacceptable. If students are late to lessons, the Subject Teacher will follow this up. If the lateness persists, it will be referred to the Tutor and the relevant Subject Leader then the Head of Secondary. Poor punctuality to the Academy will be dealt with initially by the Tutor and subsequently through the line management system. Subject Leaders will want to contact parents of perpetual offenders and will also refer them to the Attendance Officer.

## **Livingstone late detention system**

If a student is late on one occasion they will complete a 20 minute late detention. For every third late to school within a half term, students receive a Leadership Team Detention.

## **Exit procedures – Removal of students from academy roll**

There are various reasons why students may be removed from the Academy roll.

- Parents moving away from the area.
- Parents requesting a transfer.
- Students not attending for a long period of time.
- Students permanently excluded.

- a) In all cases, tutors should continue to mark the register until instructed to remove the student from the Academy roll by the Attendance Officer, following authorisation from the appropriate Executive Director of Learning.
- b) If the student's parents inform the Academy, as they should in writing, of the new school and a date for starting, the Attendance Officer will contact the school and on receipt of confirmation of the student being on roll, the student's Head of School will release the student's file to the new school.
- c) If staff or tutors hear from a student or his friends that he is leaving or has left, the Attendance Officer will make enquiries about the student and then follow (b) if the new school is known.
- d) If a student does not attend the Academy and the reason is a change of school but this cannot be confirmed, then the LEA will be informed by the Attendance Officer and a CAF (common assessment framework) will be completed and investigated. A date will be given for the removal of the student from the Livingstone roll if the student cannot be traced.
- e) If a student is permanently excluded, the Executive Director of Learning will inform the LA that the student has been removed from the Livingstone roll with the reason. The Attendance Officer will coordinate any correspondence with the appropriate LA.
- f) If a student has been absent from the Academy for the purpose of a holiday and does not return to the Academy within 10 Academy days following the expiry of the period of the 10 days absence and the Executive Director of Learning is not satisfied that the absence is due to Sickness or another unavoidable cause.
- g) If the student is certified by the Academy Medical Officer as unlikely to be in a fit state of health to attend the Academy before ceasing to be of compulsory school age.
- h) If the student has been continuously absent from the Academy for a period of not less than four weeks and all attempts by the Academy after reasonable enquiry to locate the student. This includes informing the Child Missing From Education Officer at BCP.
- i) If the student has died.