



The Fermain Academy

Attendance Policy

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Contents

	Page
Introduction.....	3
School expectations.....	5
Dealing with Absenteeism.....	6
Punctuality and Lateness.....	7
Positive Measures to Encourage Good Attendance.....	7
Truancy.....	7
Roles and Responsibilities	8
Appendices.....	10

Introduction

Responsibility

The Fermain Academy aims to achieve good attendance by operating an attendance policy within which students, staff, parents/carers and external agencies can work in partnership.

In order for this policy to be successful every member of the school community must make attendance a high priority. We must share our enthusiasm for education; communicate its importance to students and all members of the school community.

School expectations

The Fermain Academy expects students to:

- Attend school regularly
- Arrive on time, appropriately dressed and prepared for the day
- Keep 100% attendance

The Fermain Academy expects parents/carers to:

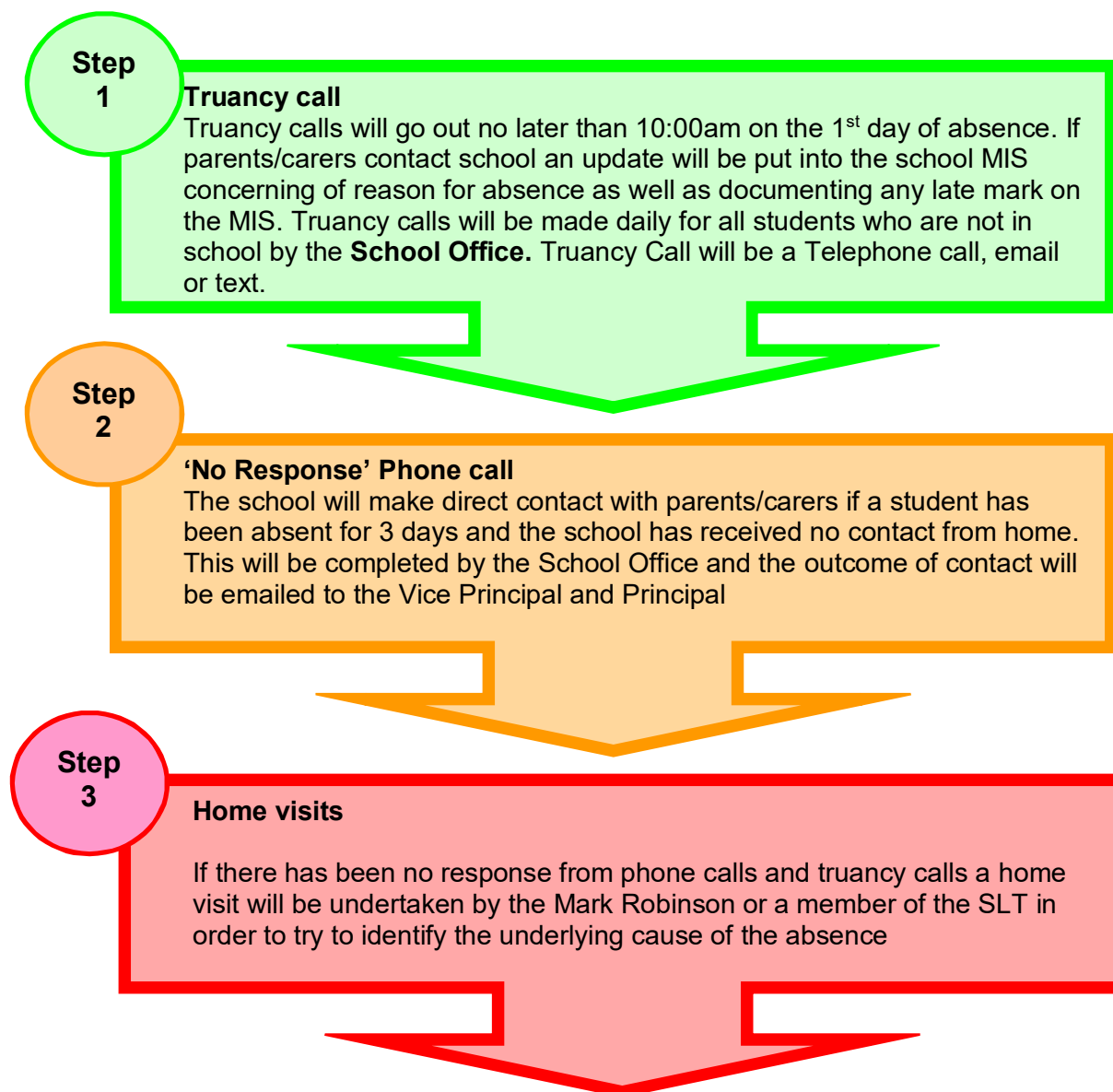
- Encourage their children to attend school
- Contact the office immediately if their child cannot attend school
- Send a note, medical card etc. to the school on return from sickness or absence
- Contact the school immediately if they become aware that their child is reluctant to attend school

Students and parents/carers can expect The Fermain Academy to:

- Ensure that there is regular, efficient and accurate recording of attendance and time keeping as a statutory and legal requirement
- Contact home on first day of non-attendance
- Establish early contact with the home when a pattern of lateness emerges
- Act immediately action on any problem notified to us
- Maintain confidentiality
- Positive measures to encourage good attendance
- Support for Students - to ensure a broad and balanced curriculum
- Provide a welcoming, safe and caring environment in which each Student valued and supported
- Build and maintain effective partnerships between the school and its parent body, external support agencies and the wider community

Dealing with Absenteeism

The Fermain Academy uses a computerised registration system to monitor students' attendance. The Fermain Academy will identify students whose attendance is a cause for concern. These students will be targeted to receive additional support from the school and/or relevant external agencies. The following chart shows how The Fermain Academy will respond to absence;



Depending on the outcome the home visit, an action plan will be drawn up and attendance will continue to be monitored. If necessary a referral will be made to the Education Welfare Advisory Service (EWAS), Cheshire East Early Help Team or relevant external agency. If the home visit highlights problems in school (e.g. bullying, friendship problems etc.) appropriate strategies will be implemented and support given to the student to resolve the difficulties.

The Anti-Social Behaviour Act 2003

Section 23 of the Act gives powers to the local authority to issue Penalty Notices where a parent/carer is failing to ensure their child's attendance at school.

What is a Penalty Notice

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court to secure an improvement in a pupil's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

What Are the Costs?

Payment within 28 days of receipt of a Notice is £60 and £120 if paid after this but within 42 days.

How Are They Issued?

By post to the home address or delivered by a member of staff from the Cheshire East Children's' Services Team.

The use of Fixed Term Penalty Notices would depend upon the circumstances and would only be used if there was a very high probability that using a FPN would make an immediate and significant improvement to the attendance.

Punctuality and Lateness

School starts at 9:10am students are expected to be in Form for this time, school opens its doors from 8:30am. Students must attend school on time for morning registration. After this time the register will be closed.

After 9:30 a late book will be completed at the school office. Students who arrive after this time will have to provide a reason for lateness and will receive a late mark in the register. Parents/carers will be notified if a recurring pattern of lateness develops. If lateness persists, further action will be taken and parents/carers invited in for a meeting to discuss the reason for the lateness. Procedures to be followed in the case of persistent lateness may involve external agencies.

Internal Truancy

All students are expected to have a mark in the register for AM and PM sessions and be present for the duration of the lessons unless they are absent or have other authorised circumstances i.e. a meeting, counselling, mentoring, a medical appointment.

The Fermain Academy - Policies

Internal and external truancy will be monitored daily by The Fermain Academy staff. Where appropriate, concerns are to be raised by class teachers in the first instance for further action.

Letters will be sent to the parents/carers of persistent truants along with lesson registers. Meetings will also be organised with the student to discuss their attendance to lessons with their Learning Mentors.

If truancy continues, parents/carers will be invited in for a meeting. Depending on the outcome of meetings, an action plan will be drawn up and appropriate strategies implemented to support the student. This may include mentoring, time out provisions or revision of timetable.

Positive Measures to Encourage Good Attendance

The Fermain Academy will seek to encourage good attendance and punctuality with the student through tutorial work and assemblies. Good attendance will be seen as an achievement in its own right and recognised as such with rewards such as certificates and prizes.

Students will be rewarded with certificates termly and annually for achieving 100% attendance. There will be a permanent display of young students who achieve 100% attendance for a half term. The Fermain Academy uses a points based system as one of the methods used to reward students. Students who achieve high levels of attendance will be awarded through the points system in the form of additional points and or privileges.

Roles and Responsibilities

All Staff

- Ensure that registers are completed regularly and accurately, using statutory codes, before the end of each lesson
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to learning guides to follow up
- Remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the AMs and Vice Principal.

Attendance Officer (School Office Member)

- Ensure that am and pm registers are completed
- Initial point of contact to parents/carers
- Ensure that truancy calls are completed by the School Office daily to parents/carers of non attendees
- Ensure that the attendance registers are up to date and being completed correctly and on time in cooperation with teaching staff
- Will inform The Fermain Academy staff of reason for non attendance, if any, via register note and/or email
- Update registers where necessary
- Ensure that an official register is printed off twice daily for am and pm marks
- Ensure that the late book is completed
- Maintain regular contact with Cheshire East Services to discuss registers, arrange meetings and make referrals
- Support Academic Mentors with the monitoring of attendance, punctuality and truancy
- Ensure that periods of non attendance are followed up
- Track and target individual students to improve levels of attendance
- Communicate regularly with parents/cares of non attendees and follow up concerns of staff
- Work with Academic Mentor Team to address issues of non attendance and truancy to drawn up action plans and implement appropriate strategies to support the students and improve attendance and/or punctuality
- Monitor the attendance of offsite provisions and ensure that registers are received
- Coordinate and implement of any reward scheme that is linked to attendance and punctuality
- Work with Learning Mentors to implement targeted support strategies to address issues of non attendance and truancy
- Inform Referring Schools and organisations of attendance statistics for referred students on a weekly basis and to liaise with the Referring Schools Attendance Team

Learning Mentors

- Will provide a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Will attend meetings with parents where necessary
- Work with young people and their families who are referred for attendance reasons
- Work alongside the Academic Mentor to implement targeted support strategies to address issues of non attendance and truancy
- Complete home visits to students and their families to ascertain reasons for poor/non attendance

Deputy Principal / Business Manager

- Take a strategic lead on raising levels of attendance
- Be responsible for overseeing all issues regarding attendance and will meet regularly with the Cheshire East Services to review and implement strategies for raising attendance.
- Authorise absences and referrals where appropriate
- Communicate regularly with The Fermain Academy staff and the Senior Leadership Team regarding all issues of attendance and punctuality
- Prepare formal reports for the Principal and The Fermain Academy Board of Governors as and when required to be presented at Full Board meetings and Sub-Committee meetings

Leave in Exceptional Circumstances

Leave in exceptional circumstances will be at the discretion of the Principal and the Governors and will be considered on a case by case basis. Any parent/carer taking their child out of the school during term, for any reason, without the permission of the Principal will result in an unauthorised absence and possible referral to the Localities Services.

Attendance and Punctuality Interventions

The Fermain Academy will use a variety of interventions to address issues of attendance and punctuality. The Academy will work both independently and with Cheshire East local Authority in establishing the correct intervention to be applied. Interventions will include;

- Fixed Penalty Notices
- Engagement of the Cheshire East Education Welfare Service

The Fermain Academy - Policies

- Family Support Services

Cheshire East Services and Education Welfare Officers (EWOs)

- Work with The Fermain Academy at a strategic level to increase attendance and action plan for individuals
- Attend meetings and reviews with parents regarding attendance and will liaise with parents/carers of young people referred to the relevant service
- Attend meetings e.g. meetings of the Special Needs Support, Group/Meetings with Educational Psychologist

Appendix

1. Letters

- Letter of Commendation
- Attendance Concerns
- Meetings To Be Arranged
- Truancing Internal and External



Letter of commendation

Ms Blogs
The Fermain Academy
Macclesfield
08 August 2017

Dear Parent /Carer,

This letter is to inform you of how pleased The Fermain Academy staffs are with _____ current levels of attendance.

At present _____attendance is excellent and is 100%. This is having a positive effect on learning and is increasing _____ chances of reaching his/her full potential.

May I take this opportunity to ask you to continue encouraging _____ to access the support offered at The Fermain Academy. I hope that _____ will continue to achieve high levels of attendance during the coming term.

The Fermain Academy aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding.

Yours sincerely



Attendance Concerns 1

Ms Blogs
The Fermain Academy
Macclesfield

Attendance Concerns 1

Dear Parent /Carer,

I am writing to inform you that _____ attendance has now fallen below 90% and is beginning to present a concern to us.

Students not arriving in school on time can also affect attendance figures. I would therefore advise you that I will be closely monitoring and documenting _____ attendance and punctuality from now on.

May I take this opportunity to remind you that it is extremely important that you ensure your child attends school regularly and punctually and this is your legal responsibility.

You should inform the school every time that your child is not in school on the above number and leave a message.

Please ensure that _____ is in school by 9.10am and attends regularly. Should it be necessary for _____ to be away from school, please ensure you telephone The Fermain Academy before 9.10am to advise of the reason for absence.

Should you require any support or need any further information, please do not hesitate to contact me or consult The Fermain Academy Attendance Policy.

Yours sincerely,



Attendance Concerns 2

Dear

Further to our conversation today regarding _____ attendance. I would like to confirm that I have met with _____ to discuss how this can be improved.

Please be aware that should _____ attendance continue to be a concern, we will have no option but to call you into school for a formal meeting to discuss how improvements can be made.

Yours sincerely,



Attendance Concerns 3

Dear

I am writing to bring to your attention _____ attendance figure, which is currently at XX %. This is presenting a serious concern to the school and could lead to external agencies being involved and possible court action.

I have made an appointment time for you to come into school on _____ **insert date and time**). At the meeting we will discuss how to make improvements and other options available.

I look forward to meeting with you.

Yours sincerely,



Attendance Concerns Meeting 1

Ms Blogs
The Fermain Academy
Macclesfield

Dear Parent /Carer,

This is to inform you that we have concerns about _____ attendance, as since returning to school _____ attendance to school has fallen to XX%.

Despite numerous attempts we have not been unable to contact you to ascertain the reason for _____ absences.

I would like to arrange a meeting to discuss these attendance issues. A provisional date has been set for _____ **(insert date and time)**. This meeting will take place at The Fermain Academy. Please contact The Fermain Academy to either cancel or confirm.

If you have any queries about this matter please do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Attendance Concerns Meeting 2

Ms Blogs
The Fermain Academy
Macclesfield

Dear Parent /Carer,

I am writing to inform you that we have concerns about _____ attendance, as since returning to school in September your child's attendance to school has fallen XX%.

Despite numerous attempts we have been unable to contact, or meet with you to ascertain the reason for these absences.

As there has been no improvement in _____ attendance I would like to arrange to discuss these attendance issues. The meeting will take place at The Fermain Academy and a provisional date has been set for _____ **(Insert date and time)**. Please contact The Fermain Academy to either cancel or confirm.

If you have any queries do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely



Persistent non-attendance (internal truancy)

Ms Blogs
The Fermain Academy
Macclesfield

Dear Parent/ Carer,

Re: Persistent non-attendance of lessons

Having carried out a review of lesson attendance I write to inform you that your child's attendance this term has fallen well below acceptable standards for The Fermain Academy students. Whilst s/he has been turning up for school most mornings s/he is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both _____ and other students in the school.

I will be working with _____ tutor over the next week or so to set attendance targets for _____. Hopefully this will be enough to improve her/his participation in lessons. If it is not I am afraid that there will be a review of _____ placement at The Fermain Academy and we will seek an alternative to lessons in The Fermain Academy with Cheshire East Pupil Referral Unit. This will involve _____ leaving the Academy in order to provide places in lessons for young people who want to engage.

I trust I can rely on your cooperation in this matter and would ask that you speak with _____ about her/his future conduct. If you have any questions or would like to meet with somebody to discuss _____ current school experience please contact me on the number above.

Yours Sincerely,