



ATTENDANCE & PUNCTUALITY POLICY

Legislation Requirements

Under section 444 of the 1996 Education Act, all students are required to attend the school where they are registered every day.

The law also states that it is only the school which can authorise absence, and is not obliged to do so, even where parents have provided an explanation.

The official school leaving date is the last Friday in June in the school year in which a student becomes 16.

Attendance and Examination Success

It is clear from all recent government data, that there is a close link between high school attendance and success at GCSE level. Students should be aiming for full attendance at school. In a school year this amounts to 190 (school) days.

Wellacre aims to ensure that all students take full advantage of the educational opportunities available to them and thereby reach their full potential. We recognise the correlation between high levels of achievement and regular attendance at school. We adopt a partnership approach to attendance by working closely with students and families and providing a safe and secure learning environment.

A scheme for instant electronic checking of both session and lesson attendance is well established and parents/carers are able to remotely access their child's live attendance data through Classcharts.

Absence in Term Time

Education Regulations clearly state that Head teachers may not grant any leave of absence during term time unless in exceptional circumstances. Any parent wanting to take their child on a leave of absence from school should inform the Principal in writing. Each application is looked at on an individual basis and parents will be informed by letter of the outcome. It is highly unusual to grant leave of absence during term time. Any leave taken without permission will be classed as unauthorised and a Penalty Notice may be issued. Term dates can be found on the school website and are published 2 years in advance.

Aims of Policy

- To ensure attendance and punctuality are high profile across the school
- To keep an accurate and up to date record of attendance and punctuality data
- To inform and involve parents/carers in attendance and punctuality procedures and issues
- To improve attendance and punctuality throughout the school
- To identify the causes of non-attendance and take appropriate action
- To ensure all stakeholders take full responsibility for improving attendance and punctuality

ROLES AND RESPONSIBILITIES

The school has a duty to:

- promote good attendance and punctuality, and reduce absence including persistent absence, and act early to address patterns of absence
- ensure every student has access to a full time education to which they are entitled
- keep an accurate record of attendance and punctuality
- notify the Local Authority at the end of each term of any student who fails to attend school regularly (attendance is below 90%)

A fire register is produced each day and held in the main office. In the event of a fire / fire drill the register will be taken out by the Principal and handed to the Head of House / Y11 Progress Leader who will in turn distribute to Achievement Tutors for action.

The Leadership Team

An identified member of the Leadership Team will be the Attendance Lead for the school and oversee all issues relating to attendance and punctuality (see appendix A). The Leadership Team will:

- Promote high standards of attendance and punctuality in all year groups and Houses.
- Be a good role model by setting a good example to students.
- Give attendance and punctuality a high profile in assemblies, at parents' evenings and in school publications.
- Set appropriate annual targets for the school.
- Report to the Governing Body.

Heads of House / Assistant Heads of House / Y11 Progress Leader will:

- ◆ Give attendance and punctuality a high profile in House / year group assemblies.
- ◆ Be a good role model by setting a good example to students.
- ◆ Meet regularly with the Leadership Team Attendance Lead and make necessary referrals, plan a course of action and review the impact of this action.
- ◆ Check their House / year group register and update the attendance tracker.
- ◆ Manage the cases of students on report for attendance and punctuality.
- ◆ Conduct Attendance Panel Meetings, follow up with relevant action plans and monitor the action plans.
- ◆ Inform parents/carers when poor attendance or punctuality is adversely affecting progress.
- ◆ Issue letters of concern and offer support / guidance as necessary.
- ◆ Monitor the work of Achievement Tutors and encourage Achievement Tutors to praise good

attendance and punctuality.

- ◆ Reward students each half term for 100% attendance and punctuality.
- ◆ Issue detentions for poor punctuality to school and to lessons.
- ◆ Keep records up to date by coding absences as soon as possible.
- ◆ Carry out home visits as and when required.
- ◆ Attend meetings and prepare data for meetings for different audiences.

Achievement Tutors will:

- ◆ Be a good role model by setting a good example to students.
- ◆ Mark the register accurately at the start of each session and amend if necessary.
- ◆ Praise students for good attendance and punctuality.
- ◆ Speak to students whose attendance or punctuality is a cause for concern.
- ◆ Inform Heads of House / Assistant Heads of House / Y11 Progress Leader of any issues and concerns.
- ◆ Use and monitor student attendance and punctuality reports effectively.

Teaching Staff will:

- ◆ Keep an accurate register for every lesson.
- ◆ Take the register within 10 minutes of the start of the lesson.
- ◆ Be a good role model by setting a good example to students.
- ◆ Highlight issues of poor punctuality to Heads of House / Assistant Heads of House / Y11 Progress Leader
- ◆ Issue sanctions for persistent poor punctuality and / or truancy to their lesson.

The Whole Academy Attendance Lead (Assistant Head of House) will:

- ◆ Send out first day of absence text alerts and late texts on a daily basis to parents/carers.
- ◆ Monitor attendance and punctuality throughout the school and RAG student attendance.
- ◆ Publish data on a weekly basis in the school bulletin.
- ◆ Update the attendance notice board and oversee the attendance tracker.
- ◆ Inform the ALT Lead and Local Authority of students with 10 missed sessions (5 days) of unauthorised absence in any one term.
- ◆ Monitor the attendance of students with long term illnesses and offer support and alternative provision where necessary.

The Local Authority Education Welfare Officer will:

- ◆ Carry out statutory duties in accordance with section 444 of the 1996 Education Act including issuing Penalty Notices and prosecution in line with Local Authority regulations.
- ◆ Meet regularly with the designated member of the Academy Leadership Team.

Parents/ Carers (see Appendix B) will:

- ◆ Ensure their child leaves for school on time in full school uniform and is fully equipped.
- ◆ Contact school on the first day of any unplanned absence by 9.00am, and each subsequent day of absence.

◆ Supply medical evidence if their child is absent for more than 3 days. **NOTE:** If medical evidence is NOT provided after 3 days absence, the absence will remain unauthorised. 5 days (10 sessions) of unauthorised absence could lead to Penalty Notice procedures.

- ◆ Apply in writing to the Principal if they want to request leave of absence in term time, at least two weeks before the absence.
- ◆ Contact Achievement Tutors, Heads of House / Assistant Heads of House / Y11 Progress Leader to discuss matters which may be affecting their son's attendance and punctuality.
- ◆ Ask for advice and support from school in the event that their child is at risk of non-attendance and/or with poor punctuality.
- ◆ Avoid making medical appointments during the school day. **If this is unavoidable medical evidence of the appointment must be provided.**
- ◆ Ensure 2 accurate and up to date contact details are made available to school.

Students will:

- ◆ Arrive at school by 8.40am in full school uniform, with the correct equipment, ready for Period 1 / registration at 8.45am. Students who are not in lessons by this time will receive a 'Late' mark.
- ◆ Be punctual for all their lessons.
- ◆ Inform their Achievement Tutor, Heads of House / Assistant Heads of House / Y11 Progress Leader if there is a need to leave the site at any time during the day (**evidence required**). In such cases students must sign out at the Main Reception on leaving and sign in again on return.

Children Missing from Education

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation. There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We follow Trafford's procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Punctuality

We aim to ensure that students arrive at school and to lessons on time and thereby create good habits for life.

- ◆ Achievement Tutors / Subject teachers will set a good example by being at the form room / classroom at the start of each session.
- ◆ Students should be in their first lesson **by 8.45 am**.
- ◆ Morning registers will be taken from lesson 1, afternoon registers at Tutor time / Assembly.

Coding

L – if a student arrives late before 9.45am (during period 1). This counts as a present mark.

U – if a student arrives late after 9.45am (after period 1) without a valid reason. This counts as an **unauthorised absence** mark for the session.

Procedure

Students who arrive late to school will be given a late slip when they sign in at the reception and they must hand this to their class teacher on arrival to period 1. Late information will be collated by the administration team and the Assistant Head of House Attendance Lead will send a SMS text to parents/carers informing them of their child's lateness and sanction. Achievement Tutors and subject teachers should record minutes late to lesson / tutor time and comment if necessary.

A student who arrives late to school without a valid reason will serve a 30 minute lunchtime detention on that day. Lists of these students will be forwarded to Heads of House on a daily basis. If a student fails to show they will be given a second chance then placed in a C3 detention.

Two lates in week will trigger a phone call home by the Heads of House / Assistant Heads of House / Y11 Progress Leader and students will be placed in a Punctuality detention on Friday after school.

Persistent lateness will be referred to the Head of House who will decide on a course of action which may include a parental interview and further sanction. Punctuality concern letters are sent to parents/carers when there is a persistent problem with punctuality, and if their child receives a significant number of late marks in a given half term. Trafford Education Welfare Service may also be notified.

Punctuality report cards are available for use by Achievement Tutors for students who persistently fail to attend lessons / Tutor Time / Assembly on time. This does not in any way replace subject teacher detentions that should be issued in all lessons when a student is persistently late.

Students should make Achievement Tutors / Heads of House / Assistant Heads of House / Y11 Progress Leader aware in advance of medical appointments during the school day by producing medical evidence of an appointment.

Governors will:

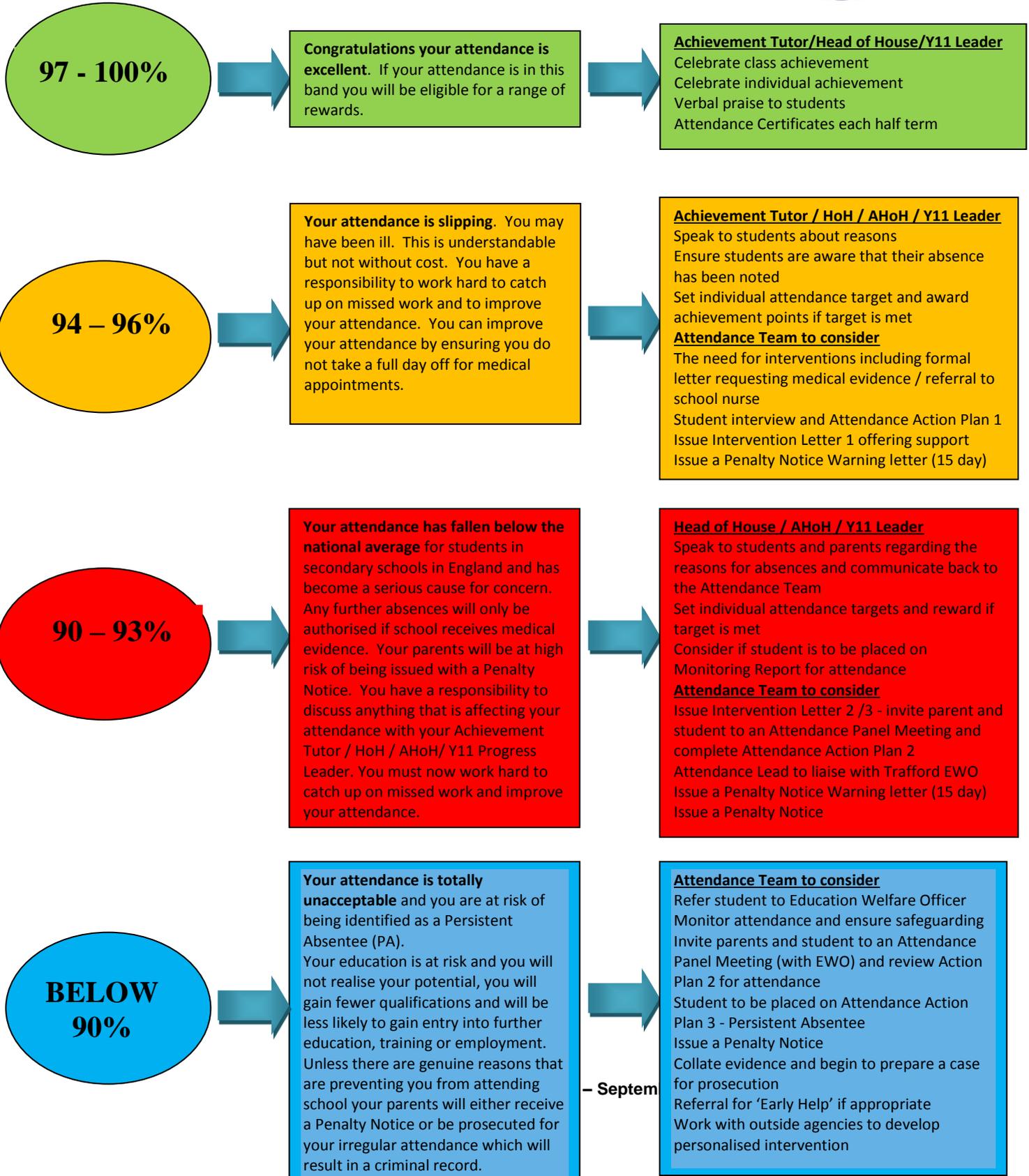
- ◆ Review the Attendance and Punctuality Policy regularly and monitor its implementation.

Please see the attendance information guidance sheet issued to parents/carers (Appendix B).

Appendix A - ATTENDANCE ESCALATION OF INTERVENTIONS



100% ATTENDANCE = 100% SUCCESS
 Wellacre is a welcoming environment for learning to take place. Students are happy and feel safe. Attendance is a responsibility shared by all school staff. There are clear links between regular attendance and educational outcomes for students.



– September



Appendix B - Wellacre Attendance – Parent / Carer Information

Wellacre's attendance is well above the national average and has been for the last few years, which we are extremely proud of, and this is thanks to the excellent partnership between home and school. We regularly celebrate and reward students with excellent attendance at our celebration assemblies, at our Key Stage 3 Awards Evening in the summer term and every week we celebrate and award prizes to the House, year group and tutor group with the best attendance.

All schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the Education Authority. Any child with less than **95%** attendance is at risk of underachieving. We know that good attendance at school and achieving target grades are linked, for example the more a student is missing from school, they will achieve lower levels in KS3 and fewer 9-4 grades at the end of Y11. Just being absent for 5% of the school year can equate to a student underachieving by a whole GCSE grade in each subject.

Punctuality

All students must arrive on time and be ready for learning with the correct equipment. Wellacre is open from 8.00am for Breakfast Club in the school canteen and in Learning Support where a range of low cost breakfast options can be purchased. **All students must be on site by 8:40am – lessons begin at 8.45am.** Any student arriving to school after 8:45am will be issued a late slip. Students who arrive late to school without a valid reason are issued with a 30 minute lunchtime detention the same day. Text messages are sent out informing parents/carers if their child is late. Poor punctuality can also have legal implications for parents/carers. Students who arrive after 9.45am without a valid reason will be marked as unauthorised late (10 sessions of unauthorised late can result in a Penalty Notice being issued by Trafford Local Authority).

Leave of absence in term time

Education Regulations clearly state that Head teachers may not grant any leave of absence during term time unless in **exceptional circumstances**. Any parent wanting to take their child on a leave of absence from school should inform the Principal in writing. Each application is looked at on an individual basis and you will be informed by letter of the outcome. It is highly unusual to grant leave of absence during term time. Any leave taken without permission will be classed as unauthorised and a Penalty Notice may be issued. Term dates can be found on the school website and are published 2 years in advance.

Medical & Dental Appointments

Every effort should be made to arrange medical appointments outside of the school day. We do recognise that this is not always possible. If your child needs to attend a medical appointment within the school day, they must bring the appointment card to the School Reception. All students leaving or arriving at school during the day must sign in/out at reception. Taking a full day of absence for an appointment is not normally necessary and we expect students to be in school either before or after the appointment.

Illness

Please make contact with school by 9.00am on the first day of absence if your child is unable to attend due to illness and **on each subsequent day of absence**. This should be done by telephoning the school on 0161 748 5011, giving your name, your child's name, tutor group and reason for absence.

Please encourage your child to attend school for minor ailments like a sore throat or a headache. **If your child has more than three days of consecutive absence we will require medical evidence to authorise the absence.** Medical evidence can be in the form of a medical appointment card, a medical letter, a copy of your child's prescription, medication with a chemist's label showing the name and the date or an "unfit for school" declaration or letter from your GP in the case of acute or prolonged illness.

A text message is sent to every parent whose child has an 'unexplained absence' each morning asking them to contact school; if there is no contact a phone call is then made. In some cases we may do a home visit.

Persistent absence

Persistent absence is defined as:

- Any child who has 3 days absence or 6 sessions* in a 30 day period
- Any child who has 19 days absence or 38 sessions* in an academic school year
- Any child who has below 90% attendance

(*session equivalent of a half day in school)

If our efforts have had little or no impact on improving your son's attendance / punctuality, parents/carers will be asked to attend a meeting with their son's Head of House, the Vice Principal or the Local Authority Educational Welfare Officer.

A Penalty Notice can be issued after 10 sessions of unauthorised absence and/or unauthorised late. Parents/carers have both a moral and legal responsibility to ensure that their children attend school regularly and on time. Failure to do this may result in parents/carers being prosecuted under section 444(1) of the Education Act 1996.

We hope that you find the information here useful in helping you to understand why school attendance and punctuality are so important for your child and thank you for your continued support. Supporting your child, by encouraging full attendance at school, will help give them the best possible start in life. We know that poor attendance only affects a very small percentage of Wellacre students and as a team we continue to do all we can to ensure full attendance at school. If you would like any further advice or guidance on attendance issues please do not hesitate to contact us via one of the following:

T: 0161 748 5011

W: www.wellacre.org

E: admin@wellacre.org