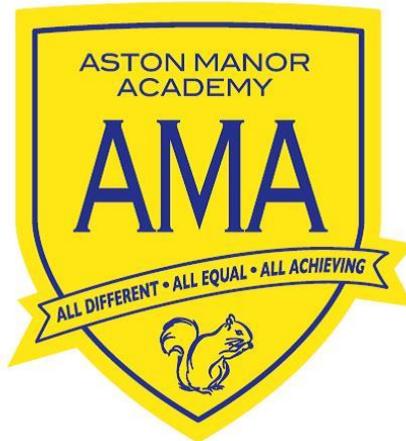


EQUITAS ACADEMIES TRUST



Chilwell Croft
Academy

ATTENDANCE AND REGISTER OF PUPILS POLICY

Review Date: July 2018

To be Reviewed: July 2019

Agreed: Raising Standards Board

Policy Lead: Colin Rogers & Juliet Young

ATTENDANCE AND REGISTER OF PUPILS POLICY

1. INTRODUCTION

Equitas Academies Trust is committed to ensuring that all pupils achieve the highest possible attendance.

The Trust believes that the promotion of good attendance is an integral part of the overall pastoral care across the Trust

The Trust aims to ensure that:

- Attendance and punctuality are highly valued by all members of staff and that this is regularly reinforced by the Headteachers, Teachers and Senior Management Teams of both Academies within the Trust
- Children who attend regularly and achieve very good or excellent attendance (95%+ or 100%) are rewarded with prizes and certificates as appropriate
- Pupils who are late or have been absent are told that they have been missed and what it means for them and others
- Clear procedures and practices are established with good channels of communication
- Attendance is regularly monitored, and data is collected and analysed and used to set or revise targets for improvement
- Pupils who are absent will have work adapted to help them catch up and to minimise problems on return to school if the absence extends over a long period
- Parents are contacted at an early stage whenever there is cause for concern and offered support and an opportunity to discuss any problems

2. REGISTRATION

Each Academy within the Trust uses Progresso, an online electronic registration system to provide high quality official registers with clear and unambiguous codes for attendance and absence. All Teachers in charge of a class or tutor group are required to manually complete the online register at the beginning of every morning and every afternoon session.

Once completed, the registers are submitted, and the administration team have direct access through the administration console.

This electronic registration offers increased security for attendance data by storing information in a password protected site. The administrator's responsibility is to check for inaccuracies and print a fire record daily. Class Teachers realise the importance of accurate and prompt completion of these records and paper registers are provided to ensure that a back-up system is in place.

3. THE LAW

By law all children of compulsory school age must receive full time education. Parents/ carers are responsible for ensuring that this happens by registering their child at a school or by making other legal arrangements to provide an education. Failure could lead to the Local Authority taking legal action against that parent/carer.

4. REGISTRATION PROCEDURES

The accurate and prompt recording of student attendance is essential. Attendance is marked by Form Tutors and Classroom Teachers twice per day (am and pm) using Progresso. The data is collated and populated on each Academies' management system.

Every half day absence from the specific Academy will be classified as either authorised or unauthorised.

Authorised Absences are mornings or afternoons away from school for illness or other unavoidable cause.

Unauthorised absences are those which the Academy does not consider reasonable and for which no 'leave' has been granted. This includes keeping children off school unnecessarily, truancy, absences which have never been properly explained and children who arrive at school late

Parents are contacted on the first day of absence if they have not informed the Academy of their child's absence.

5. DUTIES AND RESPONSIBILITIES

Trustees

- To monitor attendance and encourage target setting. Ensure that targets are met and to review the success of the policy.

Headteacher

- To ensure that attendance remains high profile and that Trustees, staff, parents/carers and students are all aware of the importance placed on good attendance.
- To report attendance data, on a regular basis to Trustees.

Attendance Manager

- To oversee and monitor the Trust attendance policy and report to the senior leadership team
- To liaise with outside agencies and ensure that parents/carers are aware of their child's school attendance

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- To prepare statistics for the Local Authority, DFE and other appropriate external agencies and authorities
- To reinforce good practice through tutor group / class / year group meetings and assemblies
- To support students/parents/carers in order to raise individual school attendance
- To reward students who attend well

Form Tutors

- To mark a computerised register in the morning and afternoon using Progresso and to secure reasons for absence from parents/carers new point. To maintain and check attendance patterns and report students who have poor attendance.

Students

- To attend at all times and be punctual
- To ensure that they receive their mark and bring notes to explain absences as required

Parents/Carer

- To ensure that their child attends school every day
- To inform the academy at the earliest possible time of the reason for and the expected length of absence
- To provide a written and dated note on return from absence

Deputy Headteacher / Assistant Headteacher

- To ensure that the actions outlined in the Attendance Policy are carried out and that the Inclusion Manager completes formal referrals to EHS on targeted students.

6. EARLY HELP

- Early Help Support offers early support to students requiring additional help.
- Students/families are referred by the Academy using the Family Early Help Assessment Plan (FEHAP) and a named family worker is identified as a point of contact
- The Family Support Worker (FSW) works with the family to ensure that the child(ren) do well at school, improve and maintain good attendance.

7. MONITORING AND FOLLOW UP

Data arising from registration may be used to monitor patterns of lateness and absence across the Academy to identify trends in relation to, for example gender, various groups, any half termly patterns and of course any individual pupils. This information needs to be easily available to the appropriate people within the Trust including; the Headteacher and Class Teacher in order to plan effective responses and then set targets for improvements. Each Academy within the Trust also reports on attendance data to the Trust Board each term, in order that they can work together in

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planning and setting targets for the improvement of attendance rates. Each Academy is required to publish data in relation to the levels of absenteeism in the School Prospectus and in reports to the Trust Board.

8. EXTENDED LEAVE OF ABSENCE AND LEAVE IN TERM TIME

A number of families request to take holidays or visit relatives abroad during term time. Term time holiday or visits overseas are only rarely granted and only then in exceptional circumstances and may only be authorised by the Headteacher. Information for Parents and Carers outlining their legal responsibilities regarding attendance and highlighting the negative impact on educational progress and achievement is made available to all parents/carers. Taking holidays or visiting relatives during term time without the express permission of the Headteacher will be regarded as unauthorised absence.

9. POLICY, ADOPTION, MONITORING AND REVIEW

This policy was considered and adopted by the Trust Board in line with their overall duty. Parents / Carers will be issued with a hard copy of this policy upon request. It will also be made available to Parents / Carers via the Academies' website.

Trustees will review this policy annually prior to the start of the academic year to ensure attendance and registration procedure remain the same but may adopt any amendments outside of this timeframe in accordance with any new legislation or guidance.

Date of next review: July 2019