

Hayle Academy

Student Attendance Policy



Introduction

This document is a statement of the aims, principles and strategies for provision of children at Hayle Academy

LA guidelines have been taken into consideration in the formulation of this policy and it has been developed through a process of consultation between all members of the academy: teaching and support staff, parents and Governors.

Ethos

1. Hayle Academy is committed to providing a full educational experience for ALL students.
2. We believe that, if students are to benefit from a broad and balanced curriculum in which they achieve their full potential, good attendance is crucial. Any problems that impede full attendance will be identified and addressed as quickly as possible.
3. It is the policy of the academy to celebrate achievement. Good attendance is proven to be a major factor in high achievement. Therefore, the academy will actively promote and encourage 100% attendance from all our students. **See Appendix A**
4. We give a high priority to conveying to parents the importance of regular and punctual attendance. We recognise that parents have a vital role to play in this and that there is a need for partnership and effective communication between home and school. We will be available to support parents if necessary and will provide encouragement and a good example to all stakeholders.

If there are problems which affect a student's attendance, we will investigate, identify the cause and work together with the Education Welfare Officer to resolve those problems as quickly as possible. We will also adopt a clearly focused approach aimed at returning the student to full attendance at all times.

5. Holidays: The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their peers will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.
6. The Department of Education no longer allows Headteachers to grant any leave of absence during term time, all absence requires parents/carers to complete a request for absence form, which is available from Student Reception. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence and could lead to a Penalty Notice (fine) being issued. If you do not complete an absence request form, but we believe you have taken your child out of school and Penalty Notice could still be issued.

“If you decide to take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who as the issuing officer will may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Fines are issued per parent/carer, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.”

Students should always liaise with subject teachers to ensure that all work missed is caught up.

Principles

Hayle Academy will:

- Demonstrate a strong attendance ethos.
- Ensure that ALL members of staff are aware of our registration process and correct procedures for marking of daily registers.
- Ensure the staff, students and parents understand the circumstances in which we will or will not authorise absence.
- Ensure that all staff understands the registration code procedure.
- Ensure that the academy always has up to date contact details for each family.
- Complete accurate registers with the correct coding for every lesson.
- Provide an absence hotline with a direct telephone number and answer phone facility to enable parents to contact the school easily to explain absence.
- Encourage parents/carers to contact school as early as possible on the first day of absence and ensure they are aware that they will receive a telephone call from the Attendance Officer if they have not done so or a letter if we have been unable to make contact.
- Promote positive staff attitudes to students returning after an absence.
- Liaise with Education Welfare Service in developing and maintaining our Attendance Policy.
- Evaluate weekly, our attendance percentages and procedures.
- Celebrate monthly class attendance figures by means of a competition and offer rewards. Hold reward assemblies to congratulate individuals.
- Engage with parents to improve their child’s attendance.
- Strongly discourage parents from taking family holidays in term times. If parents still decide to take their child on holiday, they are required to fill in a holiday form. **See Appendix C**
- Discuss individual attendance at consultation evenings as a matter of course. An up to date print out of these rates will be available. We will also comment on attendance in annual reports.
- Work towards all students feeling valued and supported and send a clear message that if a student is absent he/she will be missed.

- Have a procedure in place enabling returning students to catch up on learning and re-integrate with the school.
- Offer alternative/flexible curriculum provision for students who are disaffected and may benefit from such help.
- Offer Pastoral Support Plan Meetings for students with long term attendance difficulties.
- Positive rewards for good attendance so that students and parents are left in no doubt as to the value put upon this by the school community. **See Appendix A.**

Procedures

1. The school day begins at 08.50am; all students are expected to be in their tutors rooms ready by this time. All students arriving after 08.50am must sign in at reception. It is expected that parents will inform the school if students are going to be late. The register closes at 9.30am; all students arriving after this time will be coded 'U', Unauthorised Absence, unless it has been previously agreed with the school and where possible evidence has been provided. Break time detentions will be set for students with unexplained lateness.
 2. If there is no contact from parents on the first day of absence, contact will be made by the Attendance Officer to alert parents to the absence and request an explanation. If we have been unable to make contact or leave a message, further text messages will be sent. If the school has heard nothing in three school days, a letter will be sent home requesting an explanation and a home visit may be made. If nothing has been heard within two weeks, the absence will be marked as unauthorised. Unauthorised absences may count towards a prosecution in the Magistrate's Court and can carry a fine of up to £2500 or a custodial sentence not exceeding 3 months.
 3. Medical appointments should be, as far as is reasonably possible, made outside of school hours. If a student has an ongoing medical issue, please contact the school to discuss so appropriate support can be offered. A request for medical evidence may be made for pupils who take time of due to illness. Once this request has been made, any subsequent illness that is not evidenced will be marked as an unauthorised absence.
 4. Penalty Notices can be issued for unauthorised absence, unauthorised leave of unauthorised late attendance. A warning letter will be sent prior to a Penalty Notice being issued (at 5 sessions), with the Penalty Notice itself being issued at 10 sessions. It should be noted that we will be issuing Penalty Notices for unauthorised absence in Year 11 September 2019 and also Penalty Notices for unauthorised lateness across the whole school.
1. Every week the Student Support Officer and the Educational Welfare Officer will meet to discuss and review students with less than 95% attendance. Letters of concern are sent to parents as appropriate.
 2. If attendance falls below 93%, parents may be invited to attend an Attendance Clinic and students will be placed on a Persistent Absence Report. Students will then meet regularly with the Attendance Officer or the Student Support Officer to discuss reasons for absence, set targets to improve attendance and offer any support that may be necessary. Consideration may be given to

initiating a PSP and additional supportive strategies to address any further issues may be offered. If absence continues a referral will be made to the Education Welfare Officer. The following framework is then in place.

- First Warning letter will be sent after more than 20 unauthorised absences in 100 sessions.
 - An Education Planning Meeting will be held if there is a further 10 unauthorised absences and a decision made about the best course of action. This could be an Education Supervision Order, a Parenting Order or a Final Warning of Prosecution.
 - Final Warning issued after another 10 unauthorised absences.
 - Followed by Court proceedings.
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- **Appendix A: Rewards for Good Attendance**
 - **Appendix B : Possible Sanctions for Poor attendance**
 - **Appendix C: Holiday Request Form**

Adopted: Autumn 2019
Review: Autumn 2020

Appendix A: Rewards for Good Attendance

- Monthly form competitions for the best attending forms in the Year Group.
- Weekly Merit Marks for all students who attend daily and punctually.
- Half termly 100% attendance certificates issued in rewards assemblies.
- PA students seen regularly and congratulated for improved attendance.
- End of year activities and trips for those with good attendance and behavior.

Appendix B – Possible Sanction for Poor Attendance/Punctuality

- Consideration of withdrawal from Year Trips/Rewards
- Loss of privileges eg break and lunchtimes
- Inclusion – when appropriate for proven truancy.
- Truancy Report – for proven truancy

Appendix C: Holiday Request Form



HAYLE ACADEMY HOLIDAY REQUEST FORM

Section A

(Please read the notes on the back of this form before you fill it in.)

Name of Student(s)	Form(s)
Current home address of parent/carer one:	Current home address of parent two:

First day of absence:	Last day of absence from school:	Total Number of SCHOOL days absent

Is this your only family holiday this year?	Yes / No
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Why are you planning your holiday during term time? Please include any information you would like us to consider.	
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Section B

(please fill in this section if it is difficult for you to take time off work during the school holidays. Otherwise, go to Section C.)

Name of parent or carer whose job affects when you go on holiday:	
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Name and address of employer:	
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Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.	
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Section C

I have read the attached notes. The information I have given on this form is correct.

Signed	Parent/Guardian	Date:
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Section D – for school use only

Request approved/not approved:	Date:
Signature of Headteacher:	Date

Please return this form to Miss F Fulton- Attendance Officer

If you decide to take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who as the issuing officer will may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Fines are issued per parent/carer, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.

NOTES ON FAMILY HOLIDAYS

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday please check that it does not clash with school term dates.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that students perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Absence for a family holiday

The Government recommends that family holidays are taken outside school terms. Headteachers will sometimes give permission for a student to go on holiday during term time. The Headteacher will consider the reasons for the holiday, the student's past attendance, and the effects the absence will have on the student's learning. The Headteacher will not normally give permission simply because holidays cost less during term time.

The Headteacher will not normally give permission for more than 10 days' absence for a family holiday in any school year. Only in exceptional situations will the Headteacher give permission for a longer absence.

Applying for absence because of a family holiday

If you have to take your family holiday during school term, please fill in the form over the page. Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to issue a Penalty Notice under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 per child per parent if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in court action.