



# Joseph Leckie Academy

## Attendance Policy

This policy is reviewed annually

Approved by Trustees: July 2020  
Reviewed September 2021

Further short term measures may be also be in place to  
comply with COVID-19 guidance.

## **1. Introduction**

1.1 The Trust Board of Joseph Leckie Academy is committed to providing education of the highest quality for all its students and recognises that excellent attendance is a key influence on attainment. The Academy's commitment is based on evidence that through regular, high attendance and punctuality, our students will be able to take full advantage of the educational opportunities available to them.

1.2 High attainment depends on high levels of attendance. Full attendance is the aim of the Academy. This policy establishes what is expected of students, with regard to their attendance, the roles and responsibilities for all members of the Academy, along with what is expected of parents/carers and of local and national agencies.

## **Outstanding attendance is everyone's responsibility.**

### **2. Attendance and Punctuality Expectations**

2.1 The Academy will:

- Reward good attendance and punctuality
- Intervene when poor attendance/punctuality becomes a problem before it becomes a habit.
- Deal sympathetically with any barrier a student may have which is causing attendance and/or punctuality to decline and always stay in regular contact with parents/carers
- Automatically involve the Local Authority when all intervention has failed.
- Automatically involve the Local Authority when parents take their children on unauthorised holidays during school time.

2.2 Parents/Carers will:

- Encourage their children to attend the Academy daily, be punctual and inform the Academy immediately if their child is absent.
- Inform the academy in advance of any hospital appointment unavoidably scheduled during school time.
- Inform the Academy of any problems which might affect their child's attendance.
- Cooperate with the Academy if their child's attendance/punctuality is unsatisfactory.
- Communicate with the Academy's Home School Liaison Officer regarding any questions relating to their child's attendance.

2.3 Students will:

- Always attend the Academy unless prevented by a specified illness or unavoidable circumstances.
- Ensure they are on the school site by 8.35am
- Always arrive at lessons on time.

### **3. Targets, Attendance and Punctuality**

3.1 Targets for attendance are set on a yearly basis and can be found in the Academy Improvement Plan. At Joseph Leckie Academy we strive for every student to attain 100% attendance. From September 2018, in line with the Government guidelines, we expect all our students to achieve a minimum of 97% attendance.

Whole School Year Attendance	Equivalent Days	Equivalent Session	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	2 Weeks	54 Lessons
90%	19 Days	38 Sessions	4 Weeks	114 Lessons
85%	29 Days	58 Sessions	6 Weeks	174 Lessons
80%	38 Days	72 Sessions	8 Weeks	228 Lessons
75%	48 Days	96 Sessions	10 Weeks	288 Lessons

If students miss school on a regular basis during their time at Joseph Leckie Academy they are damaging their chance for future life choices. The biggest determinant of underachievement is poor attendance. 19 days absent from school a year could mean a drop in a GCSE grade in all subjects!

#### 4. Procedures

4.1 The Academy has in place a coherent system of rigorously monitoring student attendance. Form Tutors, Heads of Year (HOY), Attendance Data Officer (ADO), Attendance Intervention Officer (AIO), Home School Liaison Officer (HSLO), Independent Education Welfare Service (IEWS) and Assistant Principal responsible for Attendance all play key roles in the system. SIMS is used to manage all attendance related information.

#### 5. Dealing with Absence

5.1 Parents/carers are expected to ring the academy each morning of the student's absence before 8.30am this can be done by calling 01922721071, and selecting option 1 for attendance. If a member of the attendance team is not available to take the call a voicemail message should be left that includes student's name, tutor group, reason for absence and a contact telephone number. If a student is ill for more than one day a phone call should be made each day. Contact can also be made via the Parent Mail App.

5.2 If parents/carers do not make contact, the Academy Attendance Team will ring and/or send a text message to contacts on the school system to inform that the student is not in school and ask that contact is made ASAP. The Academy takes seriously its duty to safeguard the welfare of all its students. Unexplained absences and a lack of contact from parents/carers may cause us concern and lead to the Academy involving additional agencies such as social services.

5.3 If a telephone call from parents/carers is not forthcoming then the absence will be treated as unauthorised. If the attendance team are unable to make contact, then a home visit from the HSLO will take place. This will be an opportunity to explain the consequences of attendance not improving, which could include a fine. A visit by the HSLO may also be generated by anything else that would be classed as an attendance concern.

5.4 Social Services will be contacted on the first day of unexplained absence for any child with a Child Protection Plan.

5.5 If a student is absent for three consecutive days the AIO, IEWS, or HSLO will conduct a home visit to gauge when the student will be returning to school and arrange any additional support if appropriate.

5.6 Form tutors are responsible for tracking attendance of their form and communicating student's current attendance via student attendance booklets. Tutors should pass on any concerns they have regarding patterns of absence to HOY. HOY is responsible for analysing absences of individual students and particular groups of students within their year group. If HOY suspects a pattern may be developing concerns should be raised with students, parents/carers and the attendance team.

## **6. Medical Appointments**

6.1 These should be made outside Academy hours. Any urgent medical appointments must be authorised by the attendance team. If the absence is authorised, parents/carers must ensure they collect the student from the reception. Parents/carers must also ensure every effort is made to return the student to the Academy following the appointment. Please note the Academy will not authorise a full day for a medical appointment.

## **7. Leave of Absence during Term Time**

7.1 Leave of absence during term time will not be permitted. Any extended absence from the Academy will be counted as unauthorised and can **lead to a fixed penalty notice from the Local Authority.**

## **8. Students who are late**

8.1 Late to school is defined as students not being through the gate by 8.35am or not being present in form for the register which is taken at 8.40am. If a student arrives after this time they are given a late 'L' mark on the register. If a student arrives after 9.15am an unauthorised absence code of 'U' is applied to the register as this is when the am session register is closed.

8.2 If a student does receive a late mark they will be issued with a 30 minute after school detention. If a student becomes persistently late further interventions will be issued by the HOY.

8.3 Class teachers are to record lateness to lessons. Students should be sanctioned as above by HOY for lesson lateness.

## **9. Students Attendance at Offsite Provision**

9.1 On occasions it may be appropriate that a student is educated offsite for an agreed period of time. When this is the case the Academy must receive signed confirmation from parent/carer to allow a student to travel to another Academy for an agreed time. In this instance the offsite provider receiving the student should notify the attendance team when the student arrives. Should notification not be received by the agreed time the attendance team will make contact with the relevant offsite provider. The student will be marked on the register with a 'B' code.

## **10. Persistent Absence (PA)**

10.1 Any student who has an overall attendance of below 90% is considered to be in the persistent absence category.

10.2 In Years 7-11, the HOY will have 'persistent absentees' brought to their attention by the AIO. This information is used by the Form Tutor, HOY, AIO, IEWS and HSLO to counsel the student and/or

parent/carers about the damage to the student's education which can be done by frequent absences.

10.3 The HSLO and AIO will meet students and families whose attendance cause concern. Students in Y7- 11 are monitored and visits made if there are grounds for concern. In situations of persistent truanting, a parent/carer may be fined.

### **11. Temporary Update Due to COVID-19**

11.1 Students who are absent due to COVID-19 related reasons will now be marked with an X as per DFE policy. An X marked will not negatively affect a students' attendance figure. Please see advice on the website regarding your responsibility to report COVID-19 symptoms relating to a student or their household.

### **12. Registers**

12.1 The register is a legal document which must be completed fully and on time at AM and PM registration and then for every lesson throughout the day. If a member of staff suspects a student is in school but not present in their lesson they should send a Q code email that will notify relevant members of staff that a student is not present in their lesson and may be elsewhere on the school site. The attendance team will also monitor the register through the day will notify relevant staff should students not be present in lessons.

### **13. Rewards**

13.1 Students will receive rewards for good attendance throughout the year. These rewards will be based upon a student's attendance over a half term; students will receive VIVOS credited to their account if they achieve good attendance. In addition to this the Academy will promote attendance throughout the year by offering various incentives. HOY will also regularly promote good attendance by rewarding forms in their year group for achieving good attendance.