



**Eastgate
Academy**

Eastgate Academy
Whole School Attendance Procedures
(To be read in conjunction with the Eastern Multi Academy Trust's Attendance Policy)

Last reviewed: Sept 2019

Date of next review: Sept 2020

Introduction

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance procedures document is written to reflect these laws and the guidance produced by the Department for Education and Skills.

Each year the school will examine its attendance figures and set an attendance target. Performance towards the target is monitored and reported to each Local Governing Body (LGB) meeting.

The Academy's target for 2019/20 is 96%.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. See appendix 1 for categorisation of absence.

Morning registration will take place at the start of school at 9:00 am. The registers will remain open for 30 minutes. Any pupil arriving after 9.30 am will be marked as being late (U – unauthorised absence) unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will open at 12:30 pm
The registers will close at 1:30 pm

Registers are open for one hour during the afternoon due to EYFS, KS1 & KS2 taking lunches at different times, over an hour and fifteen minute duration.

Pupils arriving after the start of school but before the end of the registration period will be treated, for statistical purposes, as present.

Daily procedures when a child is absent

Before 9:30am Parents/Guardians are asked to contact the school by one of three ways to report their child absent from school:-

Telephone the school office – 773088

Email the Attendance Officer on – attendance@ega.eastern-mat.co.uk

Log an absence via www.eastgateacademy.co.uk using the “report an absence” link.

If a child is absent and the class teacher or office has no knowledge of their absence, then the procedures below will be followed:

1. The class teacher will inform the attendance officer via the electronic register, noting any information they may have received
2. The attendance officer will initiate contact with parents before 10:30 am (through telephone text or email).
3. If there has been no response by 11:00 am, the attendance officer will again try to make contact with parents or listed SOS contacts.
4. If the office staff are not present then a teaching assistant will be asked to make the calls.
5. If no response by afternoon registration a standard "day one of absence" letter will be sent home to parents/carers.

The school will continue to try wherever possible to follow this up, daily if necessary, until a satisfactory answer to why the child has been absent has been received. If the child returns to school and no satisfactory answer is received then this will be registered as an unauthorised absence.

Third Day Absence

If a child is still absent from school on the third day and no contact has been made with a parent or guardian the school will write a further letter to express its concerns about the child and ask the parent to contact the school the same day that they receive the letter.

Sixth Day Absence

If there has been no contact for 6 days then a final letter will be sent to the parent/guardian.

If there are any concerns at all regarding the welfare of a child then a home visit will be carried out by the Attendance Officer and a member of the Senior Leadership Team.

Ten Days' Absence

The absence of any pupil without an explanation for 10 consecutive days will be notified to the Local Authority by submitting a referral to the Children's Services Attendance Team. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the School's Attendance Officer to be aware of, and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents through the following stages, moving to the next stage each time if there is no significant improvement in attendance:

| | |
|---------|---|
| Stage 1 | At the point where attendance has dropped below 95% the Schools Attendance Officer will contact parents informally by letter to raise concerns and give parents the opportunity to come in and discuss any attendance issues. |
| Stage 2 | At the end of each full term, the parents of any child whose attendance is below 95% will be sent an invitation to attend a 1:1 interview with the Assistant Principal of their child's phase group to discuss attendance and progress. |
| Stage 3 | If no improvement is made the Attendance Officer will meet with a member of the Senior Leadership Team to schedule an AIM (Attendance Improvement Meeting) with the parents. |
| Stage 4 | The School's Attendance Officer will contact parents via letter to arrange an AIM. This will be led by the Attendance Officer and a member of the Senior Leadership Team. Discussion at this meeting will usually follow the format of the AIM plan (see appendix 2) |
| Stage 5 | The fast track or fixed penalty procedures involving legal action will start and be carried out by the Academy's Attendance Officer. (A copy of the fast track and fixed penalty procedures and paperwork can be obtained from the attendance officer, and are kept electronically on the school's server). |
| Stage 6 | Formal referral to the County Attendance Support and Enforcement Team for a prosecution to be considered. |

A Welcome Back

It is important that on return from an absence pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Absence notes

Notes received from parents explaining absence should be filed within the individual pupil's file and held in the school office for the remainder of the academic year. If there are attendance concerns about the pupil that may require further investigation then the notes may need to be retained for a longer period.

Promoting attendance

The school will use opportunities as they arise to remind parents/guardians that it is their responsibility to ensure that their children receive their education.

The school uses a variety of rewards for pupils who have good or improving attendance: (See Appendix 3 for rewards).

Holidays in term time

Holidays during term time are actively discouraged. Parents are reminded of the effect that absence can have on a pupil's potential achievement. The current regulations from the Department for Education say that Headteachers/Principals may not give permission for leave of absence

during term time for any reason unless there are exceptional circumstances. Parents must apply in advance for permission for any leave of absence.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention when they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period; or,
2. below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Eastgate Academy who meets either of the criteria, will be referred to the Local Authority for action to be considered.

The registration system

The School utilises electronic registration via Pupil Asset. Registers are completed both am and pm.

The following national codes will be used to record attendance information.

| CODE | DESCRIPTION | MEANING |
|-------------|--|-------------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| F | Extended family holiday (agreed) | Authorised absence |
| G | Family holiday (NOT agreed <u>or</u> days in excess of agreement) | Unauthorised absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |
| M | Medical/Dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observance | Authorised absence |
| S | Study leave | Authorised absence |
| T | Traveller absence | Authorised absence |
| U | Late (after registers closed) | Unauthorised absence |
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience | Approved Education Activity |
| X | Untimetabled sessions for non-compulsory school-age pupils | Not counted in possible attendances |

| CODE | DESCRIPTION | MEANING |
|-------------|-------------------------|-------------------------------------|
| Y | Enforced closure | Not counted in possible attendances |
| Z | Pupil not yet on roll | Not counted in possible attendances |
| # | School closed to pupils | Not counted in possible attendances |

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

Any entries completed on paper registers must be in ink. All corrections must be visible (no correcting fluid)

Register Security

Print-outs of past registers are stored in the School Office and archived securely, kept for the appropriate period of time for record retention.

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he/she may have, either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

Categorisation of Absence

1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

Appendix 2

EASTGATE ACADEMY - ATTENDANCE IMPROVEMENT PLAN

DATE:

CLASS:

| | | | |
|-----------------------|--|--|--|
| Name of Pupil: | | Primary Carer's Name: | |
| Address: | | Primary Carer's D.O.B: | |
| D.O.B | | Primary Carer's Contact Number: | |

Purpose of Attendance Improvement Plan:

1. To prevent further intervention, e.g. Fast Track, Fixed Penalty Fine or in extreme cases permanent exclusion.
2. To improve attendance.
3. To help _____ better manage his/her attendance and to identify precise and realistic attendance outcomes for him/her to work towards.
4. To improve achievement and progress.

Does the pupil have a Personal Education Plan?

| | |
|-----|----|
| YES | NO |
|-----|----|

Does the pupil have a Statement of SEN or EHCP?

| | |
|-----|----|
| YES | NO |
|-----|----|

Number of Days Exclusion
(last 12 months)
(current academic year)

Attendance
see attached
attendance herringbone

 %

| Specific Areas of Concern | |
|---------------------------|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

| Pupil Views | Teacher Views | Parent/Carer Views |
|-------------|---------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Other involved Agency Views (eg. Governors, Attendance Team, Behavioural Unit, Social Worker, etc.

| Agency |
|--------|
| 1. |
| 2. |
| 3. |

| Aims & Targets | | |
|----------------|--------------|-------------------|
| Target | Target Dates | Monitored By Whom |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

| |
|--------------------------------|
| Rewards (if applicable) |
|--------------------------------|

Contingency Plan (Intervention if circumstances demand)

1. For attendance to be carefully monitored and the school to have a good relationship with pupil name's parents with regard to his/her attendance.

2. For Fast Track to be actioned if applicable if pupil name's attendance should decline further and meet the fast track criteria, all in accordance with the Eastern Multi Academy Trust guidelines and the Academy's Attendance Procedures Policy.

Date/Time of AIM Review
(Approx 6 Weeks)

Venue:

Signed:

Pupil: _____

Parent(s) Guardians: _____

School Rep 1: _____

School Rep 2: _____

Agency 1: _____

Agency 2: _____

Appendix 3

Attendance Rewards

Each week the classes that achieve the highest attendance, over 97%, for the duration of that week, win a reward of a non-uniform day, usually for the following Friday. If a class or classes achieve 100% for an entire week they win the non-uniform day and in addition have the choice of choosing from a selection of attendance rewards which are chosen each term by the school council and advertised in the school assembly hall.

At the end of each term an Attendance Rewards Assembly is held, wherein all pupils who have achieved 100% attendance for the entire term achieve a gold 100% certificate from the Principal. All those pupils who have achieved 97% - 99% during the term achieve a silver certificate from the Principal.

The names of all pupils who achieve 100% are entered into a prize draw. The pupil whose name is selected first wins a main prize, donated from local company Uptech, which is usually an electronic device, e.g. camera, laptop, tablet etc. There are then further prizes which are donated by the Friends of Eastgate Academy.

There is an attendance leaderboard in the assembly hall and this is updated at the end of each week. This board shows the attendance progress of each individual class. The class at the top of the leaderboard at the end of the academic year is rewarded with a session at Strikes. Depending upon the age of the pupils in the winning class they choose from either a game of ten-pin bowling or a play session within Planet Zoom.

At the end of the academic year all pupils who have achieved 100% for the entire year win a book of their choice from Waterstones. Each book is signed and presented to the pupils by the principal in the end of year attendance rewards assembly.