

Attendance Policy

2019 - 2020

Attendance Policy

Author/Contact	Chris Leader (Vice Principal)	
Version	01	
Status	Ratified	
Publication Date	September 2019	
Review Date	September 2020	
Approved/Ratified by: J Andrews	Local Governing Body	Date: September 2019

Salford City Academy is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality, including certificates and badges. It is our intent to ensure maximum attendance for each student, as there is clear evidence of a link between poor attendance and low levels of achievement.

Salford City Academy is committed to ensuring that parents/carers and students understand the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-academy links and communication systems that can be utilised whenever there are concerns about attendance.

There will, inevitably, be occasional issues that impede full attendance and these will be identified and addressed promptly. We will strive to work in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible.

The Governors, Principal and Staff in partnership with parents have a duty to promote full attendance at Salford City Academy

Legal Framework

“Central to raising standards in education and ensuring all pupils can fulfill their potentials an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every student has access to full-time education to which they are entitled and act early to address patterns of absence.

Parents are expected to perform their **legal duty** by ensuring their children of compulsory school age who are registered at school attend regularly and arrive to school on time”.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Student Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Safeguarding

Salford City Academy is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable. Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of the Academy, promoting the welfare and life opportunities for your child encompasses attendance, behaviour management, health and safety and access to a broad and balanced curriculum.

Responsibilities

At Salford City Academy we will:

- Expect students to attend the academy regularly, on time, properly equipped and ready to learn.
- Maintain an effective system of incentives and rewards which acknowledges the efforts of students to maintain or improve their attendance and timekeeping.
- Encourage good attendance and will communicate with parents/carers as soon as possible if there is a problem with attendance or punctuality.
- Promptly investigate all absenteeism and lateness.
- Work in partnership with parents/carers and students to resolve issues which affect attendance or punctuality as quickly as possible.
- Include students' attendance in reports to parents/carers on achievement, at least annually.
- Will enforce the requirement to attend school punctually and reserve the right not to authorise absence for persistent offenders or where there is no reasonable explanation.
- Will involve appropriate outside agencies in order to support vulnerable students and their families.

Salford City Academy students will:

- Attend the school regularly and on time.
- Attend all lessons punctually.

Parents/Carers of Salford City Academy students should:

- Ensure their child regularly and punctually attends school, fulfilling their legal responsibility.
- Telephone the Absence Line on 01617895359 before 9.00 am on the first day and every subsequent day of absence, informing the school of the reasons for absence and stating an expected day of return.
- Work actively with the Salford City Academy staff and relevant multi-agency staff, to solve any attendance issues as and when they occur.
- Notify Salford City Academy if they intend to remove their child for a leave of absence ie family holiday. It should be made clear that this is not a parental right and such requests will only be authorised in exceptional circumstances in line with the guidance issued later in this document. No leave will be authorised for students during their time in Year groups 10 and 11 at the school.

Registration Procedures

The Education (Pupil Registration) (England) Regulations 2006 determine the admissions and attendance registers that all schools must keep. They also regulate the power schools have to grant leave of absence.

By law, schools are required to record in the attendance register, once at the beginning of the morning session and once in the afternoon, whether the student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances.

At Salford City Academy Capita SIMS is used (School Information Management System), enabling the management of student and staff information across all areas of school life including registration, timetabling, progress tracking and assessment, and whole School communication.

Students are required to register at the start of the morning registration session and again at the beginning of each of the five daily lessons.

AM registration takes place during tutor time and opens at 8.40 am and closes at 8.55 am.

PM registration takes place during Period 4 between 12.15 pm and 12.30 pm.

- Students arriving after 8.40 am must register with the Attendance Manager and will be recorded as late.
- Students who arrive late to school will receive late catch up at the end of the day in Internal Exclusion. These late catch ups will last a maximum of 45 minutes.

Salford City Academy expects its teaching staff to take a SIMS register every lesson. If this is not possible due to computer failure, then paper registers are taken and sent to the Attendance Manager, who manually adds them to the system.

Only the Attendance Manager will alter the attendance register; there are only three occasions when the attendance register can be altered:

- If it is discovered that an error has been made.
- Where an unexplained absence has since been satisfactorily explained.
- Where a student's name has been legally changed.

A student cannot be removed from the attendance register unless they are removed from the admissions register at the same time.

Registration Symbols

The following symbols are used in registers in line with the Department for Education guidance:

Code	Description	Pupil counted as if present in school for that session?

/	Present	Yes
L	Late (before registers closed)	Yes
U	Late (after registers closed – 8.55am)	No
B	Educated off-site	Yes
D	Dual Registration	Yes
C	Other Authorised Circumstances	No
E	Excluded	No
F	Extended family holiday (agreed)	No
G	Family Holiday (NOT agreed)	No
H	Family Holiday	No
I	Illness	No
M	Medical/Dental Appointment	No
N	No reason yet provided for absence	No
O	Unauthorised absence	No
J	Interview	Yes
P	Approved Sporting Activity	Yes
V	Educational Visit or Trip	Yes
W	Work Experience	Yes
R	Religious Observance	No
S	Study Leave	No
T	Traveller Absence	No
X	Non-Compulsory School Age absence	No
Y	Enforced Closure	Yes
Z	Pupil not yet on roll	No
#	School closed to students	No

Absence Reporting

First Day Absence

Parents/carers should ring the parent absence line on 0161 7895359 before 9.00 am to report a student absence, giving the reason and likely duration of the absence. The Attendance Manager will input information in 'Lesson Monitor' when such information is received. (On their return to school, students should bring in a note from a parent/carer explaining the reason for absence. The note must be signed by a parent/carer and shown to the Attendance Manager.)

The Attendance Manager will run an attendance report around 9.00 am to identify any absence where parents/carers have not contacted school. Contact will be made to these parents/carers by the Attendance Manager from 9.30 am onwards by text message or if this is unsuccessful by a phone call, starting with Year 7 students and working upwards by year group.

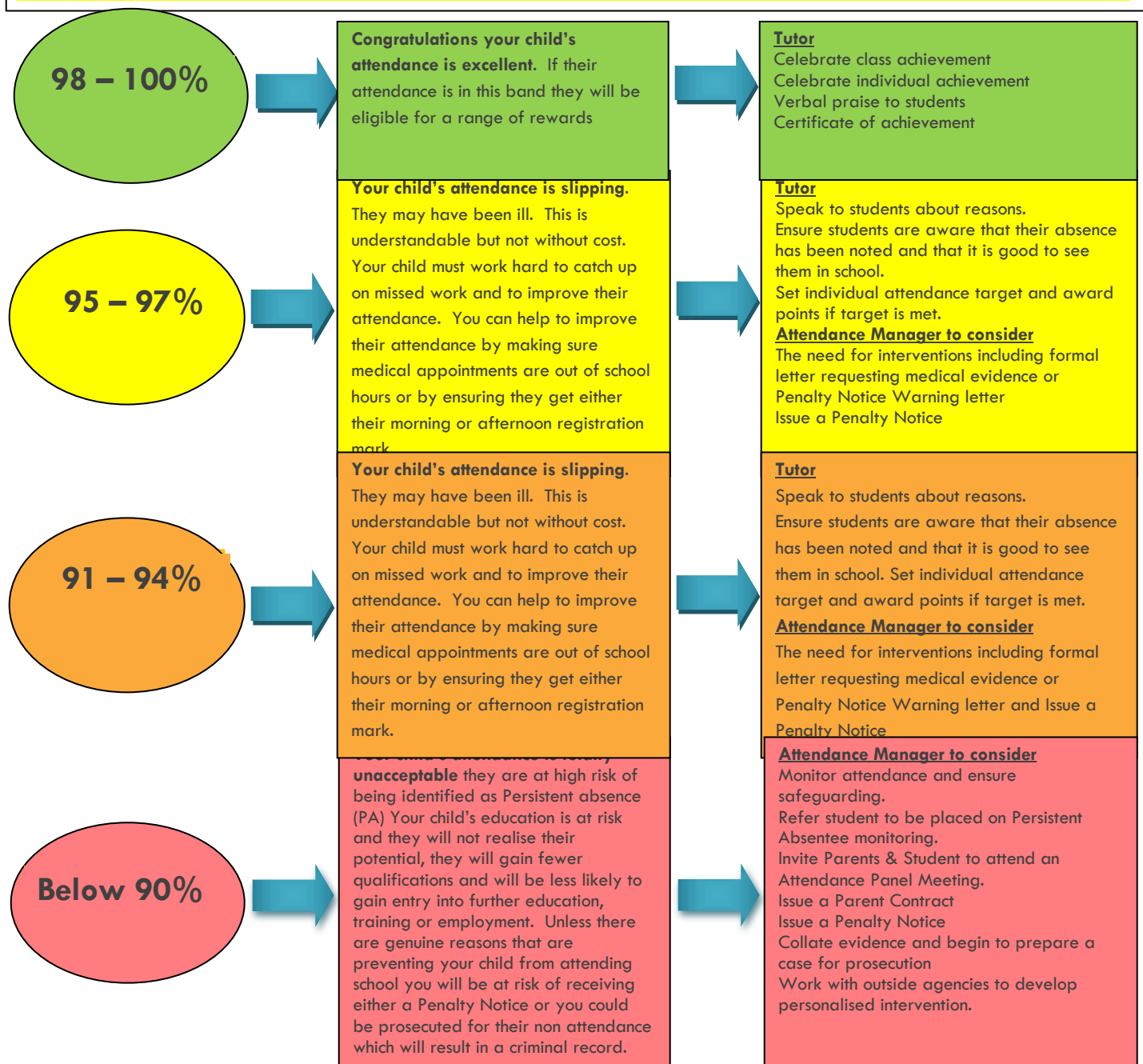
If contact has not been made by the second day of absence and a note has not been received, Salford City Academy will request that the Attendance Manager makes a home visit that day.

Descriptor	Attendance	Equals absent number of days	Learning hours lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Satisfactory	95%	9.5	47.5
Cause for Concern	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Unsatisfactory	86%	27	135
Serious cause for concern	85%	28.5	142
	84%	30.5	152
	83%	32	160
	82%	34	170
	81%	36	180

Intervention in Cases of Absence

100% ATTENDANCE = 100% SUCCESS

Salford City Academy 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



Continued Persistent Unauthorised Absence

Will lead to the issue of penalty notices and other legal consequences.

Truancy

Truancy checks will be carried out as part of the First Day Absence procedures and when the Daily Attendance report is run by the Attendance Manager using Lesson Monitor. Additional random checks will be run and checks will also be made when there is information that a student may be truanting from school, or someone leaving a message on the absence line does not appear to be an adult, or is the student themselves.

When a student has truanted from school, parents/carers will be informed and the Year Leader or Vice Principal will:

- Interview the student and issue appropriate sanctions. The sanction for truanting is Internal Exclusion. Students will also be expected to catch up on any work they have missed during the period of truancy. In the case of persistent truants, the parents/carers will be informed immediately.
- Ensure the truancy is recorded on the student's record.

Long Term Absence, Support and Reintegration Programme

Long term absence may occur as a result of injury, planned hospitalisation, bereavement etc.

- Wherever possible, the Attendance Manager, Year Leader, Tutor, Subject Teachers and SENCO where applicable, will make arrangements for appropriate work to be collected for any student who is likely to be absent for a long period. This may also include on-line units of work.
- A relevant member of staff will liaise with subject teachers to arrange additional time and support for students to catch up missing work.
- A personalised plan (Individual Reintegration Programme) and timetable may be created under the direction of the Year Leader to ensure the seamless transfer back into lessons. Provision may be made for students to spend some time in The Link if their mobility has been affected and there are lessons on the curriculum/timetable that they cannot access.
- The arrangements will be monitored and reviewed at appropriate times by the Year Leader

Authorising Absence

Parents/carers do not have the legal right to authorise absence, as this is the responsibility of Salford City's Principal.

Student Leave of Absence/ In term holidays

Parents/carers requesting a leave of absence for their child/children must obtain a 'Application for Extended Absence Form' from Student Services or reception. The form should be returned to the Attendance Manager at least 2 weeks prior to the planned absence.

The Attendance Manager will discuss any request for Extended Absence with the Vice Principal, having considered the student's attendance, any previous requests and the examination schedule.

A Student Leave of Absence will be granted only in exceptional circumstances. (Please see Appendix 1) The Vice Principal will consult with the Principal where the circumstances are considered to be exceptional. A covering letter may be provided to accompany the Application for Extended Absence submitted and should give details on the exceptional nature of the circumstances.

Absence for the following reasons may be authorised by Salford City Academy where parents/carers have confirmed or provided evidence the absence:

- Illness
- Religious observance
- Family bereavement
- Interview
- Medical appointment (appointments should be made out of school hours where possible. Appointments made within the school day should be accompanied by a medical letter or appointment card. Students must attend school before and after their appointment where possible).
- Sporting activities at regional level or higher
- Performances which are linked to approved educational activities, ie musical performances

Absences may be recorded as unauthorised by Salford City Academy when due to:

- Family holidays, unless in exceptional circumstances and at the discretion of the Principal (Appendix 1)
- Truancy
- Absences for reasons such as shopping, hair/beauty appointments, birthdays, no uniform etc.
- Absences which have not been properly explained
- Absence for any commercial ventures

Punctuality

Salford City Academy also encourages its students to demonstrate excellent punctuality. Students may be given a 45 minute catch up at the end of the day for poor punctuality.

Persistent poor punctuality may lead to the issue of penalty notices and other legal consequences.

Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA Officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004.

Salford City Academy may request the Local Authority to issue a Penalty Notice to be issued in the following circumstances:

If a minimum of 10 sessions or 5 school days of unauthorised absence are taken during the current term for:

- Overt Truancy
- Overt Lateness after 9am
- Parental Condoned Absences
- Holidays in Term Time (only in exceptional circumstances) not authorised by the Principal
- Excessive delayed return from extended holidays without prior Academy agreement