

UNIVERSITY ACADEMY  
**HOLBEACH**



UNIVERSITY OF  
**LINCOLN**

## The University Academy Holbeach

*Principal: Sheila Paige BA (Hons.)*

### **ATTENDANCE POLICY**

To be reviewed annually  
Adopted by the Governing Body: October 2020  
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### **1. MISSION STATEMENT**

University Academy Holbeach is committed to providing a full and efficient education for all pupils. The school believes that excellent attendance is essential and important to ensure learning and achievement. The school is committed to ensuring that all pupils achieve maximum possible attendance and that any problems or issues preventing this are acted upon as quickly as possible.

### **2. AIMS**

The school recognises that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum guidelines.
- No pupil should be deprived of their opportunities by either their own non-attendance or that of others.
- In the first instance it is the responsibility of pupils and their parents/guardians to ensure attendance at school as required by law.
- Many pupils and their parents/guardians may need to be supported and rewarded at some

stage to ensure they meet their attendance obligations and responsibilities.

- Situations may exist which are beyond the control of pupils, the school and/or parents/guardians, which may require the involvement of outside agencies such as Social Services.
- The vast majority of pupils want to attend school to learn, to socialise with their peer groups and to prepare themselves fully for a place in society as a responsible and educated citizen.

### **3. EXPECTATIONS**

**University Academy Holbeach expects the following from all our pupils:**

- That they attend school on a regular basis.
- That they understand the importance of an excellent attendance record to ensure progress.
- That they are punctual to school and registration.
- That they are punctual to all lessons and properly equipped and prepared for learning.
- That they inform their tutor or a member of staff of any reason or problem that may prevent them from attending school.
- That they are not absent for minor ailments.
- That, in the event of absence, they catch up on missed work by seeing their class teacher and/ or accessing the VLE Lessonboard

**We expect the following from all parents/guardians:**

- That they encourage their children to attend school.
- That they support the work done by the school and its efforts to maintain high attendance.
- That they present education and an excellent attendance record as a positive part of growing up.
- That they ensure that their child is punctual.
- That they ensure their child is not absent for minor ailments.
- That they contact the school as soon, as is reasonably possible, as soon as they know their child is unable to attend.
- That they contact the school on each day of absence.
- That they inform the school if they are experiencing difficulty getting their child to attend.
- That they inform the school if they fear or are aware that their child may be truanting.
- That they take family holidays during the school holidays.
- That they write to the Principal if a holiday has to be taken during term time explaining the situation.
- That they arrange dental and doctor appointments outside of school hours where possible.
- That they keep the school informed of any changes of family situation, telephone numbers and addresses.
- That they keep the school informed of all adults to be contacted in the event of absences or an emergency.

## **Parents/guardians and pupils can expect the following from the school:**

- Regular, efficient and accurate monitoring and recording of attendance.
- Early contacts with parents when a pupil fails to attend registration or is found to be absent from lessons.
- Immediate and confidential action on any problem notified to us.
- Encouragement and, where appropriate, rewards to encourage good attendance.

## **4. MONITORING ATTENDANCE**

The school monitors attendance in the following ways:

- The use of SIMS
- Accurate completion of the online registration system (SIMS) during morning and afternoon registration.
- The recording of the attendance data during the morning and the afternoon.
- The use of the automated system "Truancy Call" to contact parents/guardians about absences.
- Weekly meetings and regular communication between Learning Coordinators and our Educational Welfare Officer
- Lines of communication between tutors and Learning Coordinators.
- Lines of communication between the person responsible for attendance and LCs/SMT/EWO.
- The filing of attendance and absence recording sheets, absence notes and holiday forms, all of which are readily accessible to staff.
- Monitoring individual pupil attendance and punctuality to every lesson
- Parents/guardians can monitor attendance via the app SIMS Parent. This will also provide an alert for a weekly attendance of 100%.

## **5. ENCOURAGING ATTENDANCE THROUGH REWARDS**

The school encourages attendance in the following ways:

- Verbal praise for individuals and tutor groups by the tutor, EWO, Learning Coordinator or members of the Senior Management Team.
- Written recognition on pupil reports.
- The rewarding of 'housepoints' for each week of full attendance.
- A class shield is awarded each week to the tutor group in each year with the highest attendance.
- Each term the tutor group in each year with the highest attendance is awarded a prize. This is usually a box of chocolates.
- Reward Days in July are organized for individual year groups for pupils who have achieved at least 97% attendance during the academic year and have an exemplary record of

behaviour.

- Individual pupils who have achieved 100% attendance for the term are entered in a raffle for which a variety of prizes are available.
- Individual pupils who achieve 100% attendance during KS3 and KS4 will be awarded a special certificate.
- At the end of the academic year all pupils who have achieved 100% attendance for the year are presented with a certificate and are entered in a raffle for which a prize is available.
- Tutor and LC prizes may also take into account excellent or improved attendance.

## **6. RESPONDING TO NON-ATTENDANCE AND POOR ATTENDANCE**

**When a pupil fails to attend or attends on an irregular basis the school needs to act quickly and effectively.**

- If a note or telephone call is not received from parents/guardians they will be contacted on each day of absence using the 'Truancy Call' automated system. In some cases parents may be contacted by telephone by the EWO.  
If they cannot be reached by telephone a letter will be sent home.
- Where a LC/EWO is concerned by poor attendance, the LC/EWO may initially meet with the young person in school and if the poor attendance continues the parent/guardian will be contacted. If appropriate they will be invited to attend a meeting to discuss the problems and possible ways forward.
- Where a pupil is experiencing difficulties coping with the demands of education the school will complete an Early Help Assessment (EHA) looking to meet any identified needs following which any appropriate and necessary action will be taken. Parents/guardians may be advised to seek support from their doctor.
- If it is felt that attendance is not improving due to the lack of support of parents/guardians the Education Welfare Officer (EWO) will arrange a School Attendance Panel Meeting. An Attendance Panel Meeting will take place with the EWO, SMT and Governor (where possible) together with parents and pupil to set targets to improve attendance.
- In continued non-attendance the case will be discussed with the EWO and further action planned. This may result in a referral to the Educational Welfare Service (EWS) and result in prosecution.

### **Reintegration**

- The school recognises that returning after a long-term absence may require special planning. It may be necessary to create some targets, but also to ensure that the school supports such reintegration.
- The LC and other appropriate staff (most likely the SENCO) will be responsible for deciding on the type and structure of any support.
- If a reduced timetable is a part of the reintegration for attendance, this will need to be a part of a PSP, following LEA guidelines.
- Remote learning using EdLounge, VLE Lessonboard and MST may be considered if there is a medical reason (supported by medical evidence) for a pupil's absence over fixed period before returning to school.

- Staff are notified of the returns of long-term absentees via the staff briefings and notices. All staff are made aware of any special measures and will be supportive.
- Any problems are brought to the attention of the LC.

## **7. SCHOOL ORGANISATION**

- In order to maintain high level of attendance all members of staff make attendance a high priority not only as tutors, but also as individual subject teachers.
- Staff should also aim to maintain a high personal attendance and arrive at lessons on time.

Specific Responsibilities:

### **Principal:**

- To oversee the policy.
- To report to governors.
- To present attendance prizes, certificates and shields.

### **Vice- Principal:**

- To liaise with the person responsible for monitoring attendance.
- To oversee the organisation and awarding of attendance prizes and certificates.
- To liaise with the Senior Teacher/ EWO

### **Senior Teacher:**

- To oversee the running of the attendance system.
- To oversee the registration process and ensure that registers are completed accurately and returned on time.
- To ensure that data is collected on a weekly basis.
- To collate the attendance data for the County Council and other assessment reports.
- To ensure availability of weekly, termly and individual attendance figures.
- To arrange meetings with young people and parents.
- To work with pupils in an attempt to improve their attendance.
- To monitor holiday requests and to liaise with the Principal on these matters.
- To report to the Senior Management Team on attendance matters.
- To inform LCs about individual pupils whose attendance is a cause for concern.
- To meet with the EWO on a weekly basis and at other times as appropriate
- To provide advice, where necessary, to LCs.
- To oversee the identification of pupils who are eligible for the Rewards Days.

### **Education Welfare Officer:**

- To liaise with LC/s and Assistant Vice Principal/ Senior Teacher.
- To investigate pupil absences when notified by the class teacher.
- To contact parents if there are concerns about attendance.

- To arrange meetings with young people and parents.
- To conduct home visits.
- To work with pupils in an attempt to improve their attendance.
- To review casework and to feedback to the school.
- To organise the Attendance Panel Meetings.
- To organize certificates for 100% attendance.

### **Learning Coordinator**

- To monitor attendance in their year group and to ensure that tutors are completing registers and monitoring attendance in line with the school procedures.
- To investigate pupil absences from lessons when notified by the class teacher.
- To work closely with tutors to ensure they are fully aware of absences.
- To liaise each week with the EWO and whenever necessary.
- To contact in the first instance parents/guardians of any pupil whose absence is causing concerns.
- To ensure registers are completed accurately and on time and returned to the appropriate place.
- To look for patterns regarding absences.
- To contact other outside agencies where appropriate to work with pupils experiencing difficulty attending school.
- To arrange and organise programmes for the return to lessons (in conjunction with the SEN department).
- To praise good or improved attendance.

### **Form Tutor:**

- To complete registers accurately and on time, within the first five minutes of registration.
- To check emails for updates on students for information regarding any absences from registration.
- To complete a head count and ensure that this tallies with the number recorded on the SIMS register before submission.
- To follow up all absences.
- To praise good or improved attendance.
- To reward weekly housepoints/commendations for 100% attendance using the stamp available.
- To use the Student Planner as a means of communication for requesting notification for absences.
- To place holiday forms and notification of absence in the register folders.
- To record all reasons for absence accurately and punctually.
- To expect and pursue punctuality to registration.
- To look for patterns regarding absences.
- To inform the LC immediately of any concerns.

**Subject Teachers:**

- To complete registers accurately and on time, within the first 5 minutes of the lesson.
- To check emails for updates on students for information regarding any absences from lessons.
- To complete a head count and ensure that this tallies with the number recorded on the SIMS register before submission.
- To inform Pupil Reception/contact staff via email as soon as a pupil is absent from lesson having been marked present in registration or the previous lesson.
- To notify staff as soon as the pupil arrives or they know the reason for the pupils' absence.
- To expect excellent attendance and punctuality as part of the classroom expectations.
- To inform the head of department immediately of any concerns.
- To look for patterns regarding absences.
- To maintain a subject register.
- To record any concerns about punctuality in the homework diary.

**Head of Department:**

- To pursue any concerns raised regarding absences.
- To ensure that department staff are completing registers following the school procedures.
- To contact the LC about any concerns.
- To monitor attendance within the department and then to contact the LC.

**Governors:**

- To oversee the writing of the policy.
- To ensure the policy is updated when appropriate.
- To support the Principal in the efforts being made to ensure high attendance.

**Parents/guardians:**

- To encourage their children to attend school.
- To support the work done by the school and its efforts to maintain high attendance.
- To present education and an excellent attendance record as a positive part of growing up.
- To ensure that their child is punctual.
- To ensure their child is not absent for minor ailments.
- To contact the school as soon, as is reasonably possible, as soon as they know their child is unable to attend.
- To contact the school on each day of absence.
- To inform the school if they are experiencing difficulty getting their child to attend.
- To inform the school if they fear or are aware that their child may be truanting.
- To take family holidays during the school holidays.
- To write to the Principal if a holiday has to be taken during term time explaining the situation.
- To arrange dental and doctor appointments outside of school hours where possible.
- To keep the school informed of any changes of family situation, telephone numbers and addresses.
- To keep the school informed of all adults to be contacted in the event of absences or an emergency.

**Pupils:**

- To attend school on a regular basis.
- To understand the importance of an excellent attendance record to ensure progress.
- To be punctual to school and registration.
- To be punctual to all lessons and properly equipped and prepared for learning.
- To inform their tutor or a member of staff of any reason or problem that may prevent them from attending school.
- To ensure they are not absent for minor ailments.
- To catch up on missed work by seeing their class teacher and/ or accessing Lesson Board.
- To record attendance in their planners

**Pupil Reception Staff**

- To manage the pupil 'lates' and signing in and out registers.
- To inform staff if pupils have been sent home or are in the medical room.
- To liaise with staff in the event that a pupil is identified as missing from a lesson.

**Office Staff**

- To maintain the signing in/out book.
- To place absence/late slips/messages in the registers.
- To read the attendance/absence reporting sheets.
- To ensure the correct recording of absences.
- To file the absence notes/holiday forms.

**8. LIAISING WITH OUTSIDE AGENCIES**

**The school recognises that it may be necessary to involve outside agencies in an attempt to improve attendance.**

The school works closely alongside the Lincolnshire Education Welfare Service. The Local Authority may be required to deal with matters concerning behavioural problems, exclusions and child protection.

The school may enlist the services of other agencies for individual cases for example Social Services and LEA support services. Pupils may also be allocated a Learning Mentor for additional support.

**Penalty Notices issued for non-school attendance**

The Local Education Authority will be responsible for deciding whether a Penalty Notice is issued.

In law an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Penalty notices supplement the existing sanctions currently available under Section 444 Education Act 1966 (prosecution of parents), or Section 36 of The Children Act 1989 (Education Supervision Order) to enforce attendance at school where necessary.

### **Circumstances where a Penalty Notice may be issued**

A Penalty Notice may only be issued in cases of unauthorised absence. The issue of a Penalty Notice may be considered appropriate in the following circumstances:

- (a) overt truancy (including pupils caught on truancy sweeps)
- (b) parentally-condoned absences
- (c) excessive holidays in term-time
- (d) excessive delayed return from extended holidays without prior school agreement
- (e) persistent late arrival at school (after the Register has closed)

The amount payable on issue of a penalty notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. Full details of the Code of Conduct relating to Penalty Notices are available from Lincolnshire County Council.