



WYMONDHAM HIGH ACADEMY TRUST

Principal: Mr Russell Boulton

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POLICY STATEMENT ATTENDANCE

Policy

Wymondham High Academy puts students at the heart of the learning process to provide a safe and secure learning environment. The Academy aims to work together with parents in order to ensure the achievement of high levels of attendance and punctuality for all students. We will consistently work towards a goal of 100% attendance for every student as high achievement is inextricably linked to good attendance.

Aim

To implement an agreed and explicitly formulated set of practices and procedures, which are clearly communicated to the whole school community, and which are capable of being fairly and consistently applied in a manner and spirit which informs the day to day management of attendance matters and reflects the ethos of the Academy. (see Appendix 1)

This attendance policy should serve as:

- a statement of intent;
- a guide to practice;
- a measure of effectiveness; and
- a means of accountability.

Responsibilities

The Academy:

- expects students to attend school regularly and to arrive on time in a fit condition to learn;
- encourages good attendance and will investigate all unexplained and unjustified absenteeism.

Students will:

- ensure that they attend school regularly and on time;
- attend all lessons punctually;
- not leave the site without permission;
- have individual records of attendance/punctuality acknowledged by the Academy.

Parents:

- Parents are legally responsible for ensuring their child's regular and punctual attendance;
- Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- Parents are responsible for immediately informing the Academy of the reason for any absence by phone call on the first morning of any absence (this should be confirmed in writing when their child returns to school);
- Parents will avoid arranging family holidays during term time;
- Parents can expect the Academy to keep them fully informed of their child's attendance/punctuality record.

Monitoring

This policy will be monitored by the Assistant Principal, Data and Progress, and the Principal. A report will be made annually to the governing body.

Review

This policy will be reviewed by the Assistant Principal, Data and Progress and the Governors' Learning, Teaching & Curriculum Committee every three years.

Confirmed by: **The Governing Body of Wymondham High Academy**

Signature of Chair: Dated:

Learning, Teaching & Curriculum Committee

PROCEDURE

1. Registration

Registers will be taken punctually each day at 8.35am and at 1.55pm. (Registers will close at 8.45am and 2.05pm). Should a student arrive in school after the registers have closed, he/she should sign the lateness book at Student Services, providing an explanation for his/her lateness. All staff will take a register in each lesson.

2. Authorised/unauthorised absence

All absences must be explained in writing by a parent/carer. The Academy will then decide whether or not it will authorise the absence.

Absence from school may be authorised if it is for the following reasons:

- sickness;
- unavoidable medical/dental appointments;
- days of religious observance;
- exceptional family circumstances, such as a bereavement.

(all medical/dental appointments should be made, whenever possible, outside school hours)

Absence from school will not be authorised for:

- shopping;
- looking after brothers, sisters or unwell parents;
- minding the house;
- birthdays;
- holidays (unless there are extenuating circumstances).

3. Procedures for Following Up Absence/Lateness

Should a student be late on three or more occasions in a half term, a lunchtime detention will be imposed (unless the student is able to present a satisfactory explanation).

Should a student be persistently late or absent, the Attendance Officer will write to the parents/invite the parents into school.

When a student is persistently late or absent without good reason, and the Academy's efforts to effect improvement have been unsuccessful, it may be necessary to instigate Fast Track to Attendance Procedures (as detailed by the LA).

4. Strategies for Promoting Attendance/Punctuality

Objectives

- To ensure that the need for regular attendance and punctuality is understood by all students, parents, carers, teaching and support staff;
- To create, implement and develop a systematic approach to gathering and analysing data to address issues of attendance and punctuality;
- To introduce initiatives to improve the attendance and punctuality of all students and students whose attendance and punctuality are poor;
- To develop support mechanisms to assist the reintegration of all students and students following their return to school after a prolonged absence;

- To ensure that all parents and carers are aware of and have an understanding of the DfE guidance on the taking of annual holidays during term time;
- To meet the target for attendance set by the Governing Body and detailed in the Academy Improvement Plan.

5. Implementation

- Students will be informed of the importance of attendance for their learning outcomes through assemblies and via form tutors;
- Students and staff are advised that all students must register with their tutor before going off to do other duties or activities (e.g Prefect duties or in-form reading support);
- Parents will be informed of school attendance procedures via the school website, newsletters and in leaflets;
- Students will be rewarded for good attendance on a termly basis at celebration assemblies as follows:
 - i. 96% attendance - bronze award; entered into a prize draw to win a voucher to the value of £5.00;
 - ii. 98% attendance – silver award; entered into a prize draw to win a voucher to the value of £15.00;
 - iii. 100% attendance- gold award; entered into a prize draw to win a voucher to the value of £25.00.
- Students will be rewarded for good attendance on an annual basis at celebration assemblies as follows:
 - i. 96% attendance – silver annual award; entered into a prize draw to win a voucher to the value of £25.00;
 - ii. 98% attendance – gold annual award; entered into a prize draw to win a voucher to the value of £50.00;
 - iii. 100% attendance- platinum annual award; entered into a prize draw to win a tablet;
 - iv. Most improved attendance – letters and certificates to be sent home.
- Good attendance in years 7-11 will also be encouraged through the form and house system using:
 - i. Weekly awards for the best form in each house (Top Cat Award), presented in assemblies;
 - ii. Termly awards for the best form in each house (small prize for the form);
 - iii. Annual awards for the best form in each house (form treat);
 - iv. Annual House Attendance Cup;
 - v. Posters displayed in each form room showing students on target (96% and above).
- Daily emails are sent to staff failing to register appropriately to check attendance before contacting home. Registration will be monitored carefully and any staff member failing to register on a regular basis will be spoken to by Assistant Principal, Data and Progress;
- Weekly updates of attendance by year group, form and house will be sent out to all Senior Leaders and Heads of House for analysis and sharing with form tutors;

- Monthly attendance meetings will be held between the Attendance Officer, each Head of House, Assistant Principal Data and Progress and the Pupil and Family Support Officer to review all students in each house and decide on action plans;
- Half termly reports on attendance will be provided for governors;
- Holiday requests will only be approved under exceptional circumstances after consultation between parents, the Attendance Officer, Heads of House and the Assistant Principal, Data and Progress;
- The Attendance Officer will ensure that the practice of first day calling applies to all year groups in the main school, using the parent mail system when possible;
- Form tutors will work with students whose attendance drops below 96% to help support them in improving their attendance, passing on concerns to Heads of House;
- Students whose attendance falls below 95% will be supported and encouraged by Heads of House, Head of Sixth, the Attendance Officer and the Pastoral Support Team, as necessary;
- If a student's attendance falls below 92% an attendance monitoring letter will be sent home by the Attendance Officer. At this stage medical evidence may be sought for future absences and support will be offered, as necessary;
- If attendance continues to fall to between 90 and 88%, medical evidence will be required for further absence. Parents will be invited to attend an Attendance Panel meeting with the Assistant Principal, Data and Progress, Attendance Officer and Head of House. At this stage a four week action plan will be agreed to include support measures and attendance targets;
- When an individual student's attendance targets are not met despite support offered, fixed penalty notices may be issued and the Academy will follow the guidance relating to Fast Track to Attendance. A Fast Track Panel meeting will be attended by all parents, the student, the Assistant Principal, Data and Progress, the Attendance Officer and a Governor. Legal proceedings will be initiated;
- Where students need to have extended time off school due to significant physical or mental health needs, the school will do its best to support the student and parents in maintaining access to education. This may be achieved using personalised or phased timetables, access to The Portal or through e-learning. Support will be arranged in discussion between the Attendance Officer, the family and the Pastoral Support Team.