



The Fermain Academy
Attendance Policy

Amended By: Rachel Ward

Reviewed by: SLT

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INTRODUCTION

The Fermain Academy is passionate about achieving the best possible outcomes for our students. We will always endeavour to work in partnership with parents and carers. Our open door policy and various lines of communication ensure parents/carers have immediate access to the support and advice they need to ensure their child is attending school regularly. Regular attendance promotes achievement and progress. Regular attendance also supports safeguarding and reduces risk.

As a school we understand that there will be times that students do not feel emotionally or mentally able to attend school, in these circumstances we will support parents and students. The Fermain Academy will work alongside parents/carers, students and other agencies to ensure that all students have access to the right support. We will aim to put strategies in place to ensure students feel able to attend school and recognise it as a safe space. Staff at The Fermain Academy will encourage regular attendance and ensure that learning and progress can successfully take place.

EXPECTATIONS

The Fermain Academy expects students to:

- Attend school regularly
- Arrive on time, appropriately dressed (See Home – School Agreement) and prepared for the day
- Arrive to lessons on time
- To conduct themselves appropriately
- Respect themselves, each other and all adults, aswell as the school environment.

The Fermain Academy expects parents/carers to:

- Encourage their children to attend school
- Contact the office immediately if their child cannot attend school
- Send a note, medical card etc. to the school on return from sickness or absence
- Contact the school immediately if they become aware that their child is reluctant to attend school

Students and parents/carers can expect The Fermain Academy to:

- Ensure that there is regular, efficient and accurate recording of attendance and time keeping as a statutory and legal requirement
- Contact home on first day of non-attendance
- Establish early contact with the home when a pattern of lateness emerges
- Act immediately on any problem notified to us
- Maintain confidentiality
- Provide positive measures to encourage good attendance

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- Provide support for Students - to ensure a broad and balanced curriculum which supports personal, social, emotional, academic and moral development
- Provide a welcoming, safe and nurturing environment in which each student valued and supported
- Build and maintain effective partnerships between the school and its parent/carer body, external support agencies and the wider community

HOW WILL THE FERMAIN ACADEMY DEAL WITH ABSENTEEISM?

The Fermain Academy uses a computerised registration system to monitor students' attendance. The Fermain Academy will identify students whose attendance is a cause for concern. These students will be targeted to receive additional support from the school and/or relevant external agencies. The following chart shows how The Fermain Academy will respond to absence;

Attendance should be checked by all staff daily. Communication should be clear between the whole staff team and the office about who is not in school and why	
	ACTION Highlight in yellow = school office team
Days 1 absence	<ul style="list-style-type: none"> • If not in school by 9.20am, text sent to Parent via Arbor • Phone call to parents by 10am if still not arrived in school or office informed of reason for absence • Logged into Arbor; communications • At 10: 00am list given to Pastoral Officer, discuss priority of home visits • Pastoral Officer make home visits • Chase up if no return call by 11:30
Day 2 absence	<ul style="list-style-type: none"> • If not in school by 9.20am, text sent to Parent via Arbor • Phone call to parents by 10am if still not arrived in school or office informed of reason for absence • Logged into Arbor; communications • At 10: 00am list given to Pastoral Officer • Pastoral Officer make home visits • Chase up if no return call by 11:30
Day 3 absence	<ul style="list-style-type: none"> • If not in school by 9.20am, text sent to Parent via Arbor • Phone call to parents by 10am if still not arrived in school or office informed of reason for absence • Logged into Arbor; communications • At 10: 00am list given to Pastoral Officer, discuss priority of home visits • Pastoral Officer make home visits • Chase up if no return call by 11:30 • Phone call from Form Tutor offering support and strategies for returning to school
Day 4 Absence	<ul style="list-style-type: none"> • If not in school by 9.20am, text sent to Parent via Arbor • Phone call to parents by 10am if still not arrived in school or office informed of reason for absence • Logged into Arbor; communications • At 10: 00am list given to Pastoral Officer, discuss priority of home visits • Chase up if no return call by 11:30 • Personalised home visit by support staff with an attendance concern letter • Logged onto Arbor and attendance tracker by CH/KH
Day 5 absence	<ul style="list-style-type: none"> • If not in school by 9.20am, text sent to Parent via Arbor • Phone call to parents by 10am if still not arrived in school or office informed of reason for absence • Logged into Arbor; communications • At 10: 00am list given to Pastoral Officer, discuss priority of home visits • Chase up if no return call by 11:30 • Form tutor will arrange a meeting which will incorporate a discussion around attendance concerns. Attendance target will be set

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90% attendance trigger	<ul style="list-style-type: none"> • If non-attendance is due to illness MEDICAL EVIDENCE REQUEST letter sent out • School admin to call to arrange an attendance meeting in school with Form Tutor • Attendance concern letter 1 to go out with meeting date on (home school to be informed of the meeting date/time) • Attendance chronology to begin- AH • Logged onto Arbor and attendance tracker by CH/KH • Action plan agreed at the meeting and chronology completed weekly
85% attendance trigger	<ul style="list-style-type: none"> • School admin to call to arrange an attendance meeting in school with Pastoral Lead • Attendance concern letter 2 to go out with meeting date on (home school to be informed of the meeting date/time) • Attendance chronology to begin if not picked up before - AH • Logged onto Arbor and attendance tracker by CH/KH • Agreed action plan with home school followed with subsequent reviews with chronology completed weekly
Below 85%	<ul style="list-style-type: none"> • School admin to arrange an attendance meeting in school with Deputy Head • Letter to go out with the meeting date and home school to be informed of the meeting date/time • Logged onto Arbor and attendance tracker- CH/KH • Attendance chronology should be underway

FURTHER INFORMATION

The Anti-Social Behaviour Act 2003

Section 23 of the Act gives powers to the local authority to issue Penalty Notices where a parent/carer is failing to ensure their child's attendance at school.

What is a Fixed Penalty Notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court to secure an improvement in a student's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

What Are the Costs?

Payment within 28 days of receipt of a Notice is £60 and £120 if paid after this but within 21 days.

How Are They Issued?

By post to the home address or delivered by a member of staff from the Cheshire East Children's Services Team.

For more information go to www.cheshireeast.gov.uk/schools/school-attendance/school_attendance.aspx

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PUNCTUALITY AND LATENESS

School starts at 9:00 students are expected to be in the building for this time, school opens its doors from 8:45am and students will be provided with breakfast on arrival. Students must attend school on time for morning registration. After this time the register will be closed.

All students register at the school office on arrival. Students who arrive after 9.20am will have to provide a reason for lateness and will receive a late mark in the register. Parents/carers will be notified if a recurring pattern of lateness develops. If lateness persists, further action will be taken and parents/carers invited in for a meeting to discuss the reason for the lateness. Procedures to be followed in the case of persistent lateness may involve external agencies.

INTERNAL TRUANCY

Internal and external truancy will be monitored daily by The Fermain Academy staff. Where appropriate, concerns are to be raised by class teachers in the first instance for further action.

Attendance in lessons will be recorded and monitored. Time owed will be made up at the end of the school day. Parents will be informed if a student is required to stay behind at the end of the school day. Form tutors discuss lesson engagement and attendance in weekly phone calls home.

Letters will be sent to the parents/cares of persistent truants along with lesson registers. Meetings will also be organised with the student to discuss their attendance to lessons with our Pastoral Lead or their key workers.

If truancy continues, parents/carers will be invited in for a meeting. Depending on the outcome of meetings, an action plan will be drawn up and appropriate strategies implemented to support the student. This may include interventions, time out provisions or revision of timetable.

POSITIVE MEASURES TO IMPROVE GOOD ATTENDANCE

The Fermain Academy will seek to encourage good attendance and punctuality with the student through tutorial work and assemblies. Good attendance will be seen as an achievement in its own right and recognised as such with rewards such as certificates and prizes.

Students will be rewarded with certificates termly and annually for achieving 100% attendance. There will be a permanent display of students who achieve 100% attendance for a half term. The Fermain Academy uses a points based system as one of the methods used to reward students. Students who achieve high levels of attendance will be awarded through the points system in the form of additional points and or privileges.

ATTENDANCE AND PUNCTUALITY INTERVENTIONS

The Fermain Academy will use a variety of interventions to address issues of attendance and punctuality. The Academy will work both independently and with Cheshire East Local Authority in establishing the correct intervention to be applied. Interventions will include:

- Various academic and emotional wellbeing and mental health interventions in house
- Support from outside agencies, such as CAMHS, Youth Service and NHS

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- Pastoral Support
- Parental Support
- Early Help Assessments and action plans
- Fixed Penalty Notices
- Engagement of the Cheshire East Education Welfare Service

ROLES AND RESPONSIBILITIES

All Staff

- Ensure that registers are completed regularly and accurately, using statutory codes, before the end of each lesson
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to learning guides to follow up
- Remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the Pastoral Lead, Deputy Headteacher or Headteacher.

Attendance Officer (School Office Member)

- Ensure that am and pm registers are completed
- Initial point of contact to parents/carers
- Ensure that truancy calls are completed by the School Office daily to parents/carers of non-attendees
- Ensure that the attendance registers are up to date and being completed correctly and on time in cooperation with teaching staff
- Will inform The Fermain Academy staff of reason for non-attendance, if any, via register note and/or email
- Update registers where necessary
- Maintain regular contact with Cheshire East Services to discuss registers, arrange meetings and make referrals
- Support Form Tutors with the monitoring of attendance, punctuality and truancy
- Ensure that periods of non-attendance are followed up
- Track and target individual students to improve levels of attendance
- Communicate regularly with parents/cares of non-attendees and follow up concerns of staff
- Work with Form Tutors to address issues of non-attendance and truancy to draw up action plans and implement appropriate strategies to support the students and improve attendance and/or punctuality
- Monitor the attendance of offsite provisions and ensure that registers are received
- Coordinate and implement of any reward scheme that is linked to attendance and punctuality
- Work with Form Tutors to implement targeted support strategies to address issues of non-attendance and truancy

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Pastoral Lead

- Will oversee a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Will attend meetings with parents/carers and students
- Work with young people and their families who are referred for attendance reasons to identify strategies and support systems to ensure reintegration and improved attendance
- Work alongside and support other key staff to implement targeted support strategies to address issues of non-attendance and truancy
- Complete home visits to students and their families to ascertain reasons for poor/non attendance
- To work alongside other key professionals in order to support improved and regular attendance.
- To maintain and monitor Student Profile, documenting trends in absenteeism, lateness or truancy

Form Tutors

- Will provide a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Document trends in absenteeism, lateness or truancy and report to the Pastoral Lead.
- Will attend meetings with parents/carers where necessary
- Regular phone calls home to discuss attendance lesson engagement and behaviour
- Work with students and their families who are referred for attendance reasons
- Work alongside other key staff to implement targeted support strategies to address issues of non-attendance and truancy

Deputy Headteacher

- Take a strategic lead on raising levels of attendance
- Be responsible for overseeing all issues regarding attendance and will meet regularly with the Cheshire East Services to review and implement strategies for raising attendance
- Authorise absences and referrals where appropriate
- Communicate regularly with The Fermain Academy staff and the Senior Leadership Team regarding all issues of attendance and punctuality
- Prepare formal reports for the Headteacher and The Fermain Academy LSB meetings.

Leave in Exceptional Circumstances is at the discretion of the Headteacher and the Associates and will be considered on a case by case basis. Any parent/carer taking their child out of the school during term, for any reason, without the permission of the Headteacher will result in an unauthorised absence and possible referral to the Localities Services.