

E-ACT POLICY

PARKWOOD ACADEMY

ATTENDANCE AND ADMISSIONS

Date agreed by Governors	
Date of review	
Responsible officer	Principal / Business Director

Introduction

Parkwood Academy sees good attendance as an absolute priority. It actively promotes the link between attendance and students fulfilling their academic potential. It seeks to provide a safe environment in which students enjoy learning in a stimulating and academically challenging environment.

The Academy sees the main responsibility for good attendance resting with the individual students and their families. The Academy's expectations of its students and their families are described clearly in the Home Academy Agreement. All staff in the Academy are also expected to play a role in promoting good attendance and punctuality. The policy will seek to describe in detail the expectations the Academy has of all those who contribute to good student attendance.

The student

- Be determined to attend the academy every day
- Arrive on time in the morning and to all lessons throughout the day
- Bring a letter in advance to explain any unavoidable / planned absence
- Bring a letter on return to give a reason for any unplanned absence
- Always sign out if leaving the academy during the academy day
- Never leave the building during the day without informing staff and gaining permission from parents / guardians / carers.

The parent / guardian / carer

- Avoid taking holidays in academy time
- Inform the academy in advance of any planned absences
- Ensure a letter is written or a call is made explaining the reason for any unplanned absences
- Promote in the home the value of good attendance and punctuality
- Make the link between good attendance and good achievement

The teachers

- Model good attendance and punctuality
- Teach engaging, stimulating and challenging lessons
- Complete and return accurate class registers for each lesson taught
- Pass on any concerns about attendance to the appropriate Group Tutor or House Leader
- Not allow students to leave the lesson without a note explaining the reason
- Make the link between good attendance and good achievement
- Ensure students feel safe in the academy

The Group Tutor / Mentor

- Monitor the attendance of individual members of the Tutor Group
- Follow up any unauthorised absence
- Liaise with parents over attendance issues
- Make use of attendance data in mentoring sessions
- Acknowledge good and improved attendance
- Pass on any unsolved attendance problems on to House Leaders for discussion at Inclusion Meetings

The House Leader

- Monitor attendance of students within the House on a weekly basis
- Re-inforce constantly the link between attendance and achievement
- Follow up concerns raised at House Inclusion and Full Inclusion Meetings
- Examine half termly data, identify causes for concerns and establish effective interventions

- Monitor the work of the Group Tutor and the performance of individual Tutor Groups within the House
- Liaise with the Attendance Manager and make early interventions through Attendance Review Meetings with students
- Make Home Visits with the Attendance Manager where appropriate

The Pastoral Manager

- Monitor and follow up lates
- Follow up incidents of persistent absence with the Attendance Manager
- Re-engage students with chronic attendance issues
- Make home visits with the Attendance Manager

The Attendance Manager

- Manage the key area of Attendance on a day to day basis and oversee the implementation, monitoring and review of the Academy Attendance Policy
- Meet with the Principal, sponsors and governors annually to agree attendance targets
- Collate attendance data on a daily basis and produce weekly, half termly and termly reports on whole academy attendance
- Liaise regularly with EWO Service to arrange referrals and preparations for formal action
- Attend House and Full Inclusion Meetings to raise concerns about attendance and contribute attendance information about students causing concern
- Recognise good and improved attendance and organise termly Attendance / Behaviour Awards Meetings with Students and Parents
- Identify students with unacceptable attendance and contact parents
- Organise and accompany home visits with House Leaders / Pastoral Managers
- Manage the work of the Attendance Worker

The Attendance Worker

- Monitor daily registers
- Input attendance data
- Follow up any missing registers
- Make first day phone calls to absent students
- Produce daily / weekly attendance data and distribute to relevant staff

The SLT

- Scrutinise attendance data on a weekly basis, raise any issues with Attendance Manager and House Leaders
- Receive regular reports on Academy Attendance from Attendance Manager
- Line Manage the Attendance Manager

The academy tracks attendance very carefully and monitors it on the basis of individual students, the whole academy and designated cohorts within the academy. All students are informed of their attendance on a weekly basis and this is recorded in their planners during Tutor Time. As a result of this close scrutiny, we are able to initiate a wide range of different interventions.

To recognise excellent and improved attendance, we have the following rewards in place:

- A weekly prize draw (£5 voucher) in each House Assembly for all those students with 100% attendance
- Postcards sent home each half term for 100% attenders and those with 95% or more who have shown significant improvement
- Termly Awards Presentation for students with 100% Attendance and no Behaviour Concerns and their parents, also £10 voucher for students

- End of Year Awards Evening in July recognises students with 100% attendance. Parents invited and certificates and vouchers presented to the students.

To improve deteriorating or inadequate attendance we have the following range escalating interventions / sanctions in place. At any point in this series of interventions, the student may turn things round and the process will cease to escalate.

- Phone call home from day 1 of absence and on subsequent days if no parental contact has been made or authorization of absence provided
- Referral to weekly House based Inclusion Meeting
- Attendance Manager and House Leader meet with student
- Letter sent to parent
- Parent invited into the academy
- Home visit by Attendance Manager and Pastoral Manager / House Leader
- Referral to EWO
- Letter sent with Notice to Improve
- Penalty Notice Warning sent
- Fine issued
- Court appearance

Punctuality

We place high importance on punctuality to the academy and to lessons. Any lateness throughout the academy day is formally recorded and the data is passed on to House Teams for interventions.

On a daily basis, we have the following protocol in place:

- Staff on duty in the morning at the local shops, directing students into the academy at the first bell at 8.55
- Staff on duty on the Longley Avenue West Gate, moving students into the building at the first bell

- The academy gate on Longley Avenue West is secured at 9.00 and any late arriving students enter via the entrance on Penrith Road
- Pastoral Managers are on duty at the Penrith Road Entrance and sign in all latecomers
- All latecomers are placed in a 15 minute detention at morning break. Failure to attend this, triggers a 30 minute detention at lunchtime. Failure to attend this, triggers a 1 hour detention with SLT on a Friday after the end of the day
- The parents of all latecomers are contacted by the Pastoral Managers
- The parents of persistent latecomers are invited into the academy to discuss the issue with the House Leader and Pastoral Manager

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January 2011