



# Hope Academy

A joint Catholic & Church of England Academy

## ATTENDANCE PUNCTUALITY PROCEDURES

*Mission Statement:*

*“A community of learners of all ages from the local area committed to mutual service where all can flourish, be their best and work for the common good to the glory of God and his creation.”*

APPROVED			
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

## **ATTENDANCE & PUNCTUALITY PROCEDURES**

### **ATTENDANCE**

It is Academy Policy to monitor and maintain attendance to a high level. A computerised registration system assists us in doing this.

Every student must be encouraged to attend every lesson of each Academy day. The Academy encourages a climate where high attendance is the 'norm'. Students must be made aware of the vital connection between attendance and achievement. All staff and particularly Tutors, have a crucial role to play in this process.

Subject Co-ordinators are responsible for regular liaison with the Head of House regarding poor attendance and concern over registers in their Subject areas.

It is Academy Policy to encourage parents to telephone Student Services on the first day of the student's absence. The reason and the anticipated length of absence should be given. However, only the Academy may authorise the absence. Student Services will contact parents where an absence is unauthorised to establish the reason and to eliminate the possibility of truancy. A telephone call can be regarded as a substitute for a note, but Student Services staff must be clearly satisfied that the caller is authentic. Student Services and Group Tutors will enter information regarding students' absence in the Information Log located in the register folder. Whenever possible, SIC will establish the reason for a student's absence on the first day. However, where this has not been possible, Group Tutors will support SIC by following up and obtaining notes authorising these absences.

Similarly, if a student has been absent or subsequently returned but no explanation was received authorising that absence, a letter will be sent by SIC asking for a reason to cover the date(s) concerned.

To support students who have returned to the Academy after a prolonged absence, we have introduced a system which tutors implement. This programme (Student Support Programme Following a Prolonged Absence) is intended to ensure a positive reintegration of the student in to the Academy to support him/her while catching up in Subject areas. It is instigated by the Tutor when a student returns after approximately one week of the absence and consists of a schedule of meetings between Tutor and students and agreed targets. This information is logged on the appropriate form and placed on the student's file at the end of the programme.

Weekly attendance statistics are compiled and an attendance notice board outside SIC highlights the top School/House and Tutor Groups of the preceding week. Significant improvements and high levels of attendance should be reinforced in Assemblies.

### **Tutor Group Registration**

1. All students who arrive during registration period must register in their tutor base. Although a student is essentially 'late' if they arrive after 8.40 am, they should not use the Late Book in the Student Services unless they arrive after 9.00 am.
2. Tutors do the register electronically.

On Assembly day, the Tutor will complete the register manually in the Assembly Hall, by noting the presence of students silently.

Students who arrive late for an Assembly, i.e. after 8.40 am, but before 9.00 am, should report quietly outside the Assembly Hall where a member of staff records the names and tutor groups of these students.

In response to the DfES *Circular No. 10/99 on School Attendance*:

- Absences will be recorded in the registers and statistically as 'authorised' and "unauthorised".
- Computerised attendance records have been introduced from September 1992.
- Absence statistics, with separate unauthorised figures, are published in the Annual Report to parents and in the Prospectus

The circular also outlines causes for concern and we are carrying out strategies to deal with these concerns. These include:

- Weekly statistics
- Daily lists of absentees
- Following up procedures on the first day of absence
- Following up long/suspicious absences
- The taking of subject registers
- Reward policy for excellent attendance and punctuality

### **Roll Call**

The students' afternoon attendance is recorded electronically during Period 6 whilst in subject lessons.

### **Subject Registration**

It is essential that a subject register is taken electronically every lesson, and should be taken at the start of the lesson. This will ensure that the Academy is able to monitor and reduce truancy from lessons.

### **Family Holidays**

Parents should not take students on holiday during term time. The Academy does not support holidays and the absence is recorded as unauthorised.

### **ATTENDANCE**

1. Non-attendance at the Academy for any reason is an important issue that must be treated promptly and seriously. Every case is different and there is no standard path that can be followed in applying intervention strategies. In some cases, prosecution may be used as the last resort when other intervention strategies have failed to bring about an improvement in attendance. In other cases prosecution may be the only appropriate response where acting early will prevent problems from worsening. In all cases of non-attendance it is essential that early action is taken.

### **RESOLVING ATTENDANCE PROBLEMS**

1. While the parent is primarily responsible for ensuring their school-registered child attend regularly, where school attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent, Academy and local authority.

2. The issues behind the non-attendance may be complex and the type of intervention required will depend on each individual case and an external agency assessment may be appropriate. The Common Assessment Framework (CAF) provides an appropriate framework for identifying the issues. This should be the first assessment used unless there are concerns that suggest an urgent need for a specialist assessment. For more information go to:

<http://www.everychildmatters.gov.uk/deliveringservices/caf/>

## **THE OFFENCE OF FAILING TO ENSURE REGULAR ATTENDANCE**

1. There are two offences relating to parental responsibility for ensuring regular attendance at the Academy: if a registered student is absent without authorisation from the Academy or alternative provision then the parent is guilty of an offence under section 444 (1) of the Education Act 1996; if the parent knows that the child is failing to attend regularly at the Academy and fails to cause him/her to do so, he/she is guilty of an offence under section 444 (1A) of the Education Act 1996.
2. No offence is committed if the parent proves any of the following statutory grounds:
  - The student was ill or prevented from attending by any unavoidable cause;
  - The student 's absence was authorised by the Academy or, in the case of alternative provision, by a person authorised to grant leave by the Academy;
  - The absence was on a day exclusively set aside for religious observance by the religious body to which the parent belongs;
  - The local authority are under a duty to provide transport to the school and have failed to do so, or in certain circumstances, that the Academy is not within walking distance of the student's home and the local authority has made no suitable arrangements for the student's transport to and from the Academy;
  - If the student has been excluded under section 52 of the Education Act 2002 (as they do not have to attend the Academy they are excluded from) providing that the student attends alternative provision as directed;
  - If the student is receiving education otherwise than by regular attendance at the Academy (for example, by home education); or
  - If the student has no fixed abode and the parent can show that their trade or business requires them to travel, and the student has attended the Academy regularly as the nature of the trade or business permits, and the student has attended the Academy for at least 200 sessions during the preceding twelve months from the date on which the proceedings were instituted.

## **PARENTING CONTRACTS**

1. Parenting contract were introduced by section 19 of the Anti-social Behaviour Act 2003. Parenting contracts can be used in case of irregular attendance at the Academy. Parenting contracts are useful tools in identifying and focusing the problems behind non-attendance.
2. A parenting contract, in this case, is a formal written agreement between a parent and the Academy and should contain:
  - A statement by the parent that they agree to comply for a specified period with whatever requirements are specified in the contract; and
  - A statement by the local authority or governing body agreeing to provide support to the parent for the purpose of complying with the contract.

3. Entry into a parenting contract is voluntary. The parent cannot be compelled to enter into a parenting contract and there is no obligation on the local authority or governing body to offer one.

Detailed guidance on parenting contracts is in *Guidance on Education-related Parenting Contracts, Parenting Orders and Penalty Notices* available from DCSF publications on 0845 6022260 (quoting ref: 00530-207BKT-EN) and to download at [www.dcsf.gov.uk/schoolattendance](http://www.dcsf.gov.uk/schoolattendance).

## **PENALTY NOTICES**

### **1. What is a Penalty Notice?**

The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence, and those parents may be prosecuted in the Magistrates' Court.

Section 23 of the Anti-Social Behaviour Act 2003 introduced additional powers under Section 444 of the Education Act 1996 authorising Local Authorities to issue Penalty Notices in cases of unauthorised absence from school.

2. Section 444A and 444B of the Education Act 1996 (introduced by section 23 of the Anti-social Behaviour Act 2003) introduced penalty notices as an alternative to prosecution under section 444(1). Parents may discharge potential liability for conviction for an offence under section 444(1) by paying a penalty. There is no legal requirement for there first to have been a penalty notice before proceeding to prosecution. Detailed guidance on penalty notices is in *Guidance on Education - related Parenting Contracts, Parenting Orders and Penalty Notices* available from DCSF publications on 0845 6022260 (quoting ref: 00530-2007-BKT-EN) and to download at [www.dcsf.gov.uk/schoolattendance](http://www.dcsf.gov.uk/schoolattendance).

### **3. When will a Penalty Notice be Issued?**

In every case a student will have lost a minimum of 10 sessions (5 school days) of unauthorised absence during the current term before a Penalty Notice is considered.

A parent/carer will be issued with a formal written warning of the intention to issue a Penalty Notice.

On receipt of this warning a parent will have 15 Academy days to improve the student's attendance, in that time the student must have no unauthorised absences from the Academy. If the student's attendance improves and there are no further unauthorised absences, the parent will not receive a penalty notice.

There is no statutory right of appeal once a notice has been issued.

Details of payment arrangements will be included on the Penalty Notice. The penalty must be paid in full. The penalty is £50 if paid within 28 days, doubling to £100 if paid after 28 days.

If the penalty is not paid in full within 42 days of issue, the Local Authority is required to start legal proceedings against the parent in the local Magistrates' Court for the

original offence of failing to ensure the student attends Academy regularly. This may lead to a fine of up to £1000.

Payment of a Penalty Notice discharges parents' liability for the period to which the Notice relates. However, it may be the case that a prosecution is considered if the student has further periods of unauthorised absence from the Academy.

### **EDUCATION SUPERVISION ORDER (ESO)**

1. An authority may apply for an Education Supervision Order (ESO) instead of, or as well as, prosecuting the parents. An authority is under a duty to consider applying for an ESO before commencing legal proceedings against parents. If the local authority chooses not to apply for an ESO, it should record/provide evidence of the consideration and the reasons why it is not thought appropriate.
2. An authority may apply to the Family Proceedings Court for an ESO as a means of attempting to ensure regular school attendance, whether or not the child is enrolled at a school. An ESO makes the authority responsible for advising, supporting and giving 'directions' to the supervised student and his/her parents in such a way as to ensure that the student is properly educated. Before instituting proceedings for an offence of irregular attendance or failure to comply with a school attendance order, local authorities must consider (section 447 of the Education Act 1996) whether it would be appropriate to apply for an ESO instead of, or as well as, prosecuting the student's parents.
3. When a student is made subject of an ESO whilst it is a requirement to take into account the parents' and student's views, the parent loses the right of appeal against admissions decisions and certain rights to educate the child in a manner of their choosing.
4. Paragraph 12 of Schedule 3 to the Children Act 1989 empowers the supervising officer to give directions to the supervised student or the parent. Directions might include for example, a requirement for the parent and the student to attend meetings with the supervisor or with teachers at the Academy to discuss the student's progress.
5. Where parents persistently fail to comply with directions, and those directions are reasonable, they may be guilty of an offence. In such circumstances, the supervising officer must ensure that the matter is drawn to the attention of the Court. Upon conviction the parents will be liable to a fine not exceeding level 3 on the standard scale. Where the parent or a student persistently fails to comply with a direction given under the order, the supervising officer should ensure that the social services department is informed. In such cases, the department must investigate the circumstances of the student and consider whether it is appropriate for them to take any action to secure the welfare of the student (paragraph 19 of the Schedule).

Detailed guidance on ESOs is available at

<http://www.dcsf.gov.uk/schoolattendance/publications/index.cfm>.

### **PROSECUTION**

1. Prosecution should be a planned intervention in those cases where it is identified to be appropriate (i.e. where the parent fails to cooperate in ensuring their child's regular Academy attendance). In order to effectively use prosecution as a planned

intervention, the authority should follow the set of procedures outlined below in order to present the best possible case to the Court.

2. The court must take account of any relevant guidelines. The Sentencing Guidelines Council guidelines "*New Sentences; Criminal Justice Act 2003*" and "*Overarching Principles: Seriousness*", available on the Council's website: <http://www.sentencing-guidelines.gov.uk/>, are relevant here.
3. The LA must be satisfied that prosecution is justified in terms of the *Attorney-General's Guidelines for Crown Prosecutors*. These guidelines set out the general principles which should be applied when making decisions about prosecutions to ensure that they are fair and consistent. To see the Code for Crown Prosecutors go to: <http://www.cps.gov.uk/publications/prosecution/index.html>.

## **PUNCTUALITY**

Due to the need to ensure punctuality to both the Academy and lessons, students must be made to realise lateness is totally unacceptable. It is **vital** Tutors and Teachers are in their room on time at the start of each session. It does not set a good example for staff to be late.

If students are late to lessons, the Subject Teacher should follow this up. If the lateness persists, it should be referred to the Tutor and the relevant Subject Co-ordinator.

Poor punctuality to the Academy should be dealt with initially by the Tutor and subsequently through the line management system. Subject Co-ordinators will want to contact parents of perpetual offenders and will also refer them to the Head of House and Deputy Head of School.

### **Mornings**

Group Tutors must be in the tutor bases with their register by 8.35 am in order to be able to commence registration promptly at 8.40 am.

Students who arrive after 8.40 am are late and should be marked 'L' on the electronic register by the Tutor who should also follow it up. Students who arrive after 9.00 am must report to the SIC Officer and the lateness will be recorded in the Late Book and a late slip issued. SIC will enter 'U' in to the register. If a student arrives late to a lesson without a late slip, the student should be sent to Student Services.

### **Late Detentions**

This is a system for maintaining a consistent approach across subject areas for dealing with poor punctuality. On a half termly basis, tutors should follow the steps in the following chart.

## HOPE ACADEMY LATE DETENTION SYSTEM MORNING LATES PER HALF TERM

<b>3rd Late</b>	45 minute Subject Area Detention (SAD) <i>Note in student planner</i>
<b>6th Late</b>	Subject Co-ordinator's Detention <i>Letter home</i>
<b>9th Late</b>	2 <sup>nd</sup> 45 minute Subject Area Detention (SAD) <i>Note in student planner</i>
<b>12th Late</b>	2 <sup>nd</sup> Subject Co-ordinator's Detention <i>Letter home</i>

When students have accumulated 3 Subject Co-ordinators' Detentions they will receive an SMT Detention.

### EXIT PROCEDURES - REMOVAL OF STUDENTS FROM ACADEMY ROLL

There are various reasons why students may be removed from the Academy roll.

1. Parents moving away from the area;
  2. Parents requesting a transfer;
  3. Students not attending for a long period of time;
  4. Students permanently excluded
- 
- a) In all cases, tutors should continue to mark the register until instructed to remove the student from the Academy roll by the Head of House (HoH), following authorisation from the First Vice Principal. The name of this student will be published in the bulletin or an e-mail will be sent to all staff.
  - b) If the student's parents inform the Academy, as they should, of the new school and a date for starting, the HoH will contact the school and on receipt of confirmation of the student being on roll, the student's Head of School will release the student's file to the new school and the HoH will inform the tutor that the student is off Hope Academy roll (as in (a)).

- c) If staff or tutors hear from a student or his/her friends that he/she is leaving or has left, the HoH will make enquiries about the student and then follow (b) if the new school is known.
- d) If a student does not attend the Academy and the reason is a change of school but this cannot be confirmed, then the LEA will be informed by the HoH and a date given for the removal of the student from the Hope Academy roll if the student cannot be traced.
- e) If a student is permanently excluded, the Principal and Chief Executive will inform the LEA that the student has been removed from the Hope Academy roll with the reason. The HoH will co-ordinate any correspondence with the appropriate LEA.
- f) If a student has been absent from the Academy for the purpose of a holiday and does not return to the Academy within 10 Academy days following the expiry of the period of the 10 days absence and the Principal & Chief Executive is not satisfied that the absence is due to sickness or another unavoidable cause.
- g) If the student is certified by the Academy Medical Officer as unlikely to be in a fit state of health to attend the Academy before ceasing to be of compulsory school age.
- h) If the student has been continuously absent from the Academy for a period of not less than four weeks and all attempts by the Academy after reasonable enquiry to locate the student.
- i) If the student has died.

## Hope Academy Student Support Programme Following a Prolonged Absence

**Aim:** *To implement a programme of pastoral support for students who have returned after a prolonged absence. This programme is intended to ensure a positive reintegration of the student into Academy and to support him/her while catching up in subject areas. It is instigated by the Tutor when a student returns after approximately one week of absence.*

Student Name ..... TG .....

HoH.....Sub Co-ord..... Tutor .....

Date of First Absence ..... Date of Return.....

Agreed Targets

2 .....

3 .....

Date of Scheduled Meetings	Outcomes
End of First Week	
Five Days Later	
10 Days Later	
15 Days Later	

Tutor's Signature ..... Student's Signature .....

After completion of this form, please place on student's file in SIC

## TUTOR GUIDANCE ON COLLECTING INFORMATION

### Initiating a check of missing work

Student Welfare Officer alerts the Subject Co-ordinator, who then asks the Tutor to initiate the process. The Tutor then E-mails other members of staff requesting feedback. This is how the message should be constructed:

1. Open E-mail and select **Compose**
2. In the **To** box, select **ALL STAFF**
3. In the **CC** box, select Co-ords, SIC and CMG
4. In the **Subject** Box type "**Missing Work Check**" on (name of student and tutor group)
5. In the message space type: "**Please would you reply to this E-Mail as soon as possible with a Missing Work Check for Joe Smith 8CR**".
6. Select **Send**. This E-mail will now be sent to all staff.

### Printing the Replies

When all appropriate staff have replied, (check that all subjects are represented), the collection of E-mails can be selected together and printed on one sheet.

1. Ensure all messages in your **In Box** are closed
2. With your finger pressed on the **Ctrl** key, select the E-Mails to be printed. If you select the wrong message, select it again to de-select it
3. When all selections have been made, release finger from **Ctrl** key, go to **File** and select **Print**. All messages will now print one after the other on one or more sheets of paper.

The print-outs should then be attached to the **Student Support Programme Following a Prolonged Absence** form so that both Tutor and student are aware of outstanding work.