

KING EDWARD VI Handsworth Wood Girls' Academy

Attendance Strategy

Values:

Scholarship – Character - Community

King Edward VI Handsworth Wood Girls' Academy

Attendance Strategy

This Attendance Strategy will set out King Edward VI Handsworth Wood Girls' Academy commitment to improving school attendance and punctuality at all phases of learning.

Aims

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

The development and implementation of this strategy is intended to ensure that all teaching and support staff employed by the Academy are carrying out appropriate measures that will safeguard children and promote their welfare. Regular attendance at the Academy is a legal requirement, establishes good habits which will be valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for the Academies.

To improve and maintain the regular attendance of all pupils the Academy will:-

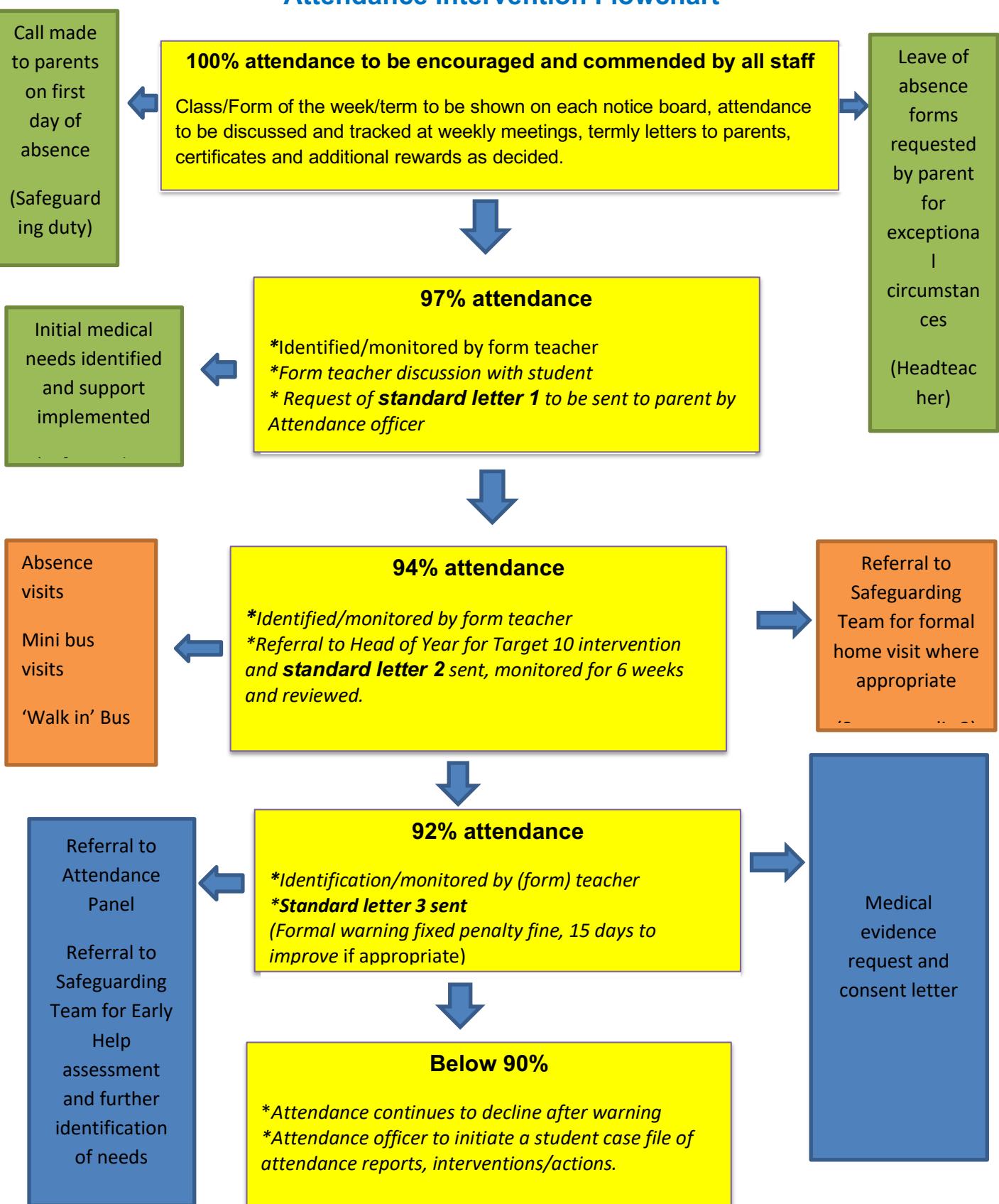
- Collect and analyse attendance data monthly in order to identify trends and to allocate resources effectively.
- Collate and monitor the data for legal proceedings within the Academy.
- Support Academies through system leadership to devise and implement their own strategies to improve attendance.
- Form a Trust reward incentive policy for the Academy.
- Form effective communication across the Academy – Attendance Cluster to share good practice.
- Share new guidance/legislation across the Academy
- Represent the Trust at formal attendance meetings if required.
- Support Implementation of legal action against parents/carers in the Magistrates Court as required.

- Identify a designated member of the Senior Leadership Team to take responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual pupils.
- Implement efficient systems of registration which encourage children and parents/carers to account promptly for any absences.
- Ensure absences are only authorised where the school are satisfied that the absence was genuine.
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the Academy.
- Explain to pupils how poor attendance can impact on attainment.
- Monitor how the curriculum and ethos of the Academy impact on school attendance.
- Implement correct policy for children who are educated other than at school.
- Holidays in term time will only be authorised for exceptional circumstances – Application form to the Headteacher.
- Analyse attendance data, looking for emerging patterns of non-attendance, compare to national comparators.
- Ensure relevant attendance information is shared effectively with parents, students, staff, local authority and outside agencies where appropriate. This will be led by the Attendance Team via data exchanges, governor reports, letters home and Academy newsletters.
- Put in place monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified early.
- Use a graduated approach to respond to the attendance data weekly (see flowchart and Appendix)

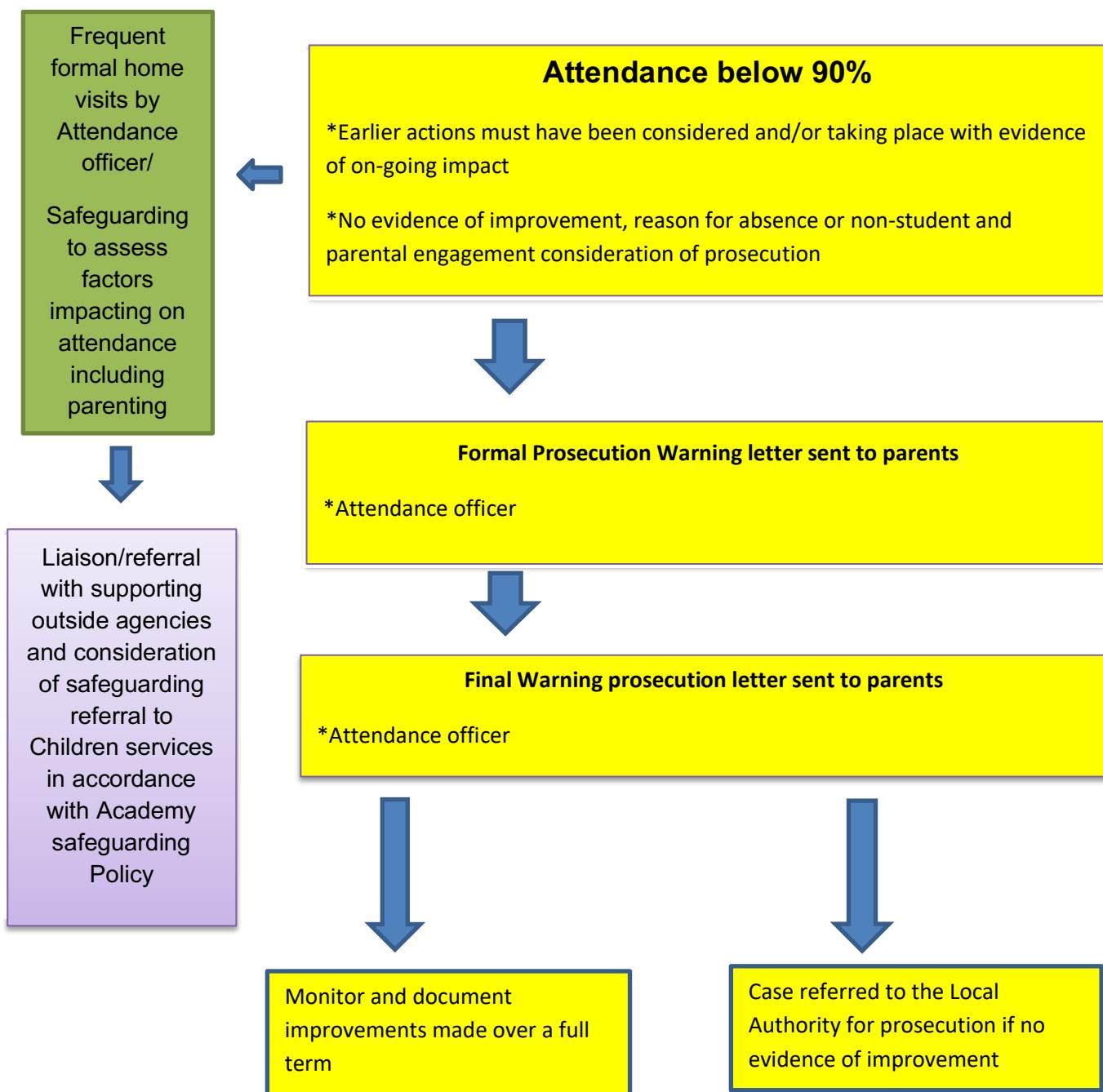
Triggers – 97%, 94%, 92% below 90%

- Daily monitoring - First Day Call Procedures
 - Weekly tracking reports to relevant staff
 - Home visits
 - 'Walk in' Bus and/or mini bus pick ups
 - 'Target 10' in each year group – Intensive mentoring
 - Scheduled attendance panels through the year – measurable targets set and support provided.
 - Links with safeguarding team – Early Help Assessment
 - Fixed Penalty Fines/Legal action
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- Provide support through the school's own pastoral systems, including appropriate contact with parents/carers.
 - Arrange Attendance Panels, involving leadership to address attendance issues.
 - All schools and academies should operate First Day Absence procedures to ensure that parents are aware when their child is not in school.
 - Use of text service
 - Schools and academies are responsible for monitoring the attendance of their children and/or young people who are placed on alternative provision.
 - Report any children missing from education to the local authority (see policy)
 - Report to the local authority if they take a student from role that meet specific criteria (see Safeguarding policy)

Attendance Intervention Flowchart



Persistent Absence



***All actions/strategies taken in supporting improved attendance are in accordance with Local Authority and legal Guidelines.**

***Parents may be contacted via phone at any time to discuss attendance concerns and support offered, actions are taken after careful consideration of the individual circumstances.**

Each intervention at every stage is monitored by the attendance officer and student welfare team each half term between weeks 2-6 therefore parents should expect letters/interventions to occur every half term. The senior leadership team will monitor the impact of the interventions and overall policy.

Implementing the Attendance Strategy

Systems to be in place

- Strategic lead for Attendance (SLT)
- Is the structure sufficiently clear – who is accountable at which points?
 - SLT Attendance lead to hold student welfare staff to account.
 - Pastoral staff holding tutors to account.
 - Headteacher holding SLT to account
- Structure to allow for weekly accountability meetings where attendance declines and associated actions are monitored.
- Attendance mentors required for 'Target 10'. This is usually Head of Year or key stage 3 and 4 managers.
- Line management meetings between SLT Attendance Lead holding the attendance officer to account for the completion of attendance data on the MIS and accurate coding.
- Missing marks and unauthorised absence must be chased weekly and ensure coding is correct.
- At least one Attendance Officer in the staffing structure.
- Attendance to have weekly links with pastoral/safeguarding team. Ideally, incorporated within the same line management structure.

Preparation

- Attendance Trackers in place using SIMS or equivalent. Reports will need to be generated weekly and attendance carefully monitored daily. Every student must be tracked by percentage and by the colour zone. (see Appendix of examples of trackers)
- The Attendance Pyramid provides a visual display for students and informs them of their attendance percentages and the potential impact on their learning. This enables students to take responsibility for their own attendance and they should be rewarded accordingly for reaching targets.
- Establish systems to acknowledge good attendance, improvements and rewards. This may also link to a house system. There must be weekly rewards as well as long term goals. Ideally, the student voice should be part of this process.
- Complete the Graduated Approach Grid and link in the rewards/consequences that fit in with your behaviour policy. Once approved by the leadership team, this must be shared with all staff to ensure consistency across the Academy.
- Training for tutors and pastoral staff regarding systems.
- Launch Strategy to all staff in a training/briefing. This must include the reminder of accurate registers.
- Launch Strategy to parents via letter and website. Parents and pupils will track the attendance by colour.
- Launch Strategy to pupils in assemblies
- Attendance Pyramid poster visible in every room and relevant display boards.
- Establish dates in the calendar for Attendance Panels. They must take place every term and be reviewed. All paperwork must be completed for this process.

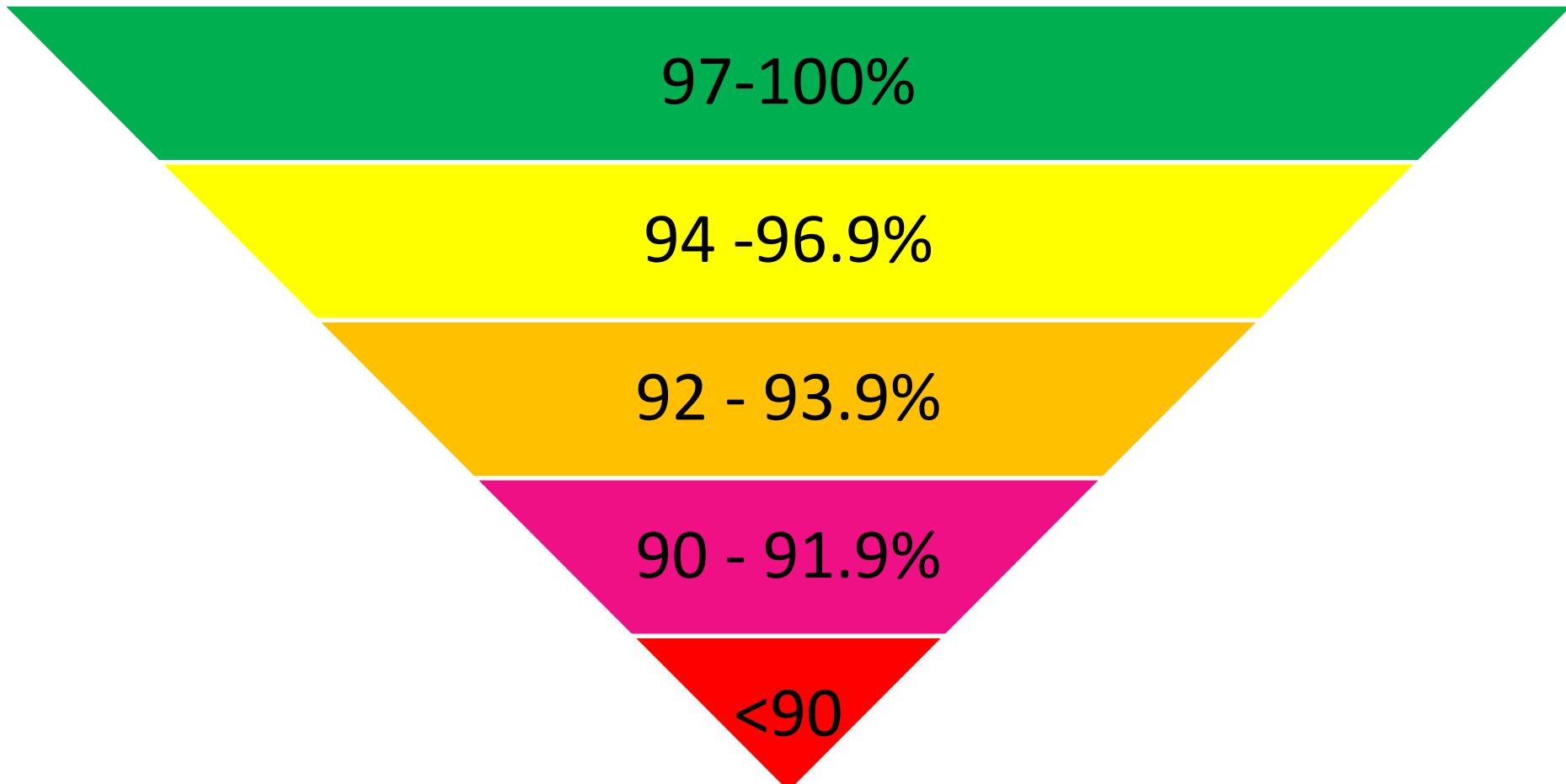
Tracking Attendance Data

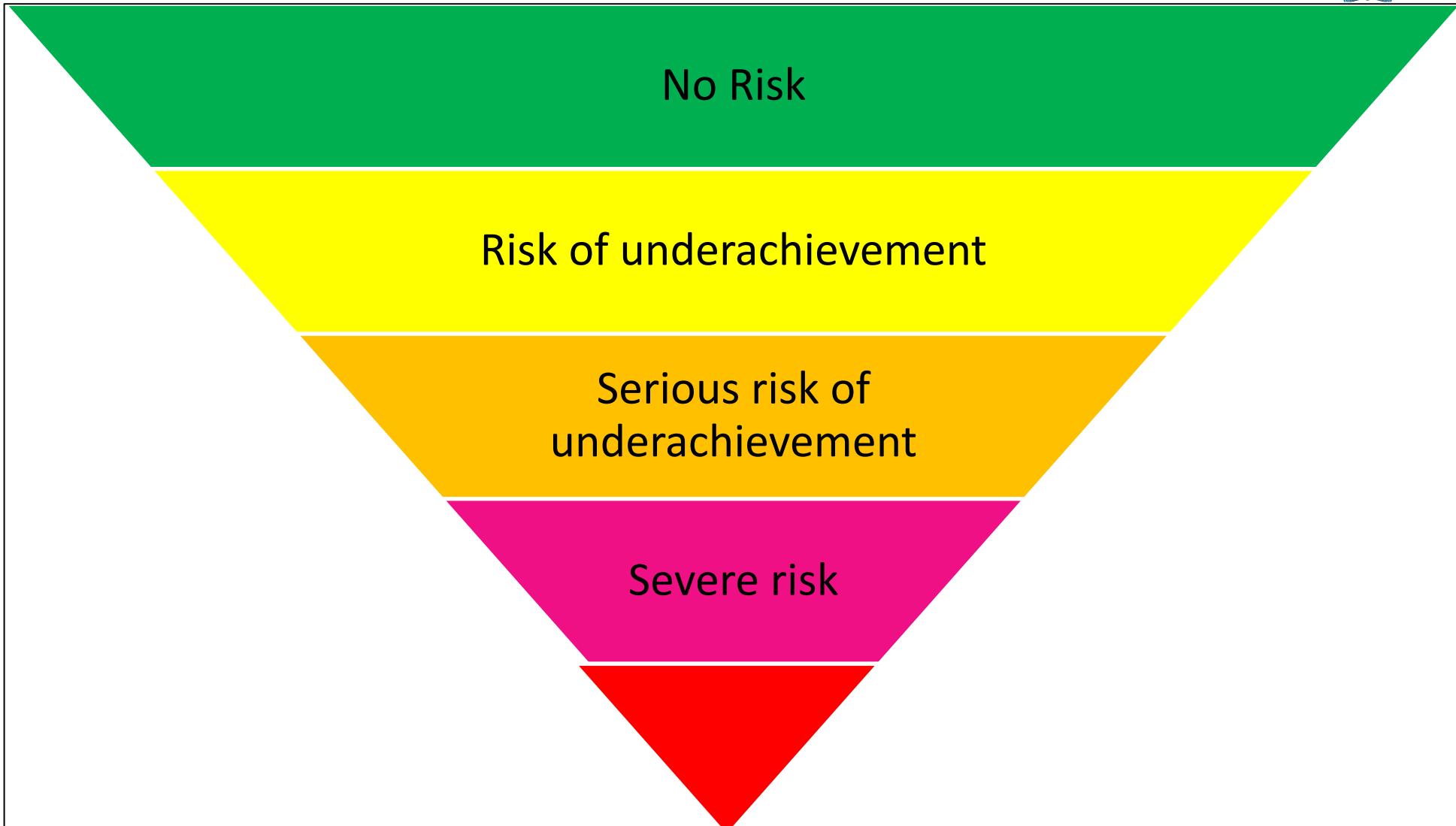
- Accurate registers – It is vital that all registers are completed and are accurate. Academies must monitor this and follow a formal procedure for staff that do not comply with this legal requirement.
- First Day Absence calls must be completed and use of a text alert service.
- Attendance teams must be aware of all vulnerable students and ensure the safeguarding team/DSL are always updated of student absence.
- Attendance data – respond with interventions weekly. Track impact and reward success.
- Mini Bus pick-ups and/or ‘Walk in Bus’ for students at risk of persistence absence.
- Form tutors/class teacher must receive attendance reports on a weekly basis. The tutor/class teacher is responsible to monitor the attendance and provide mentoring if required.
- Pastoral leads must receive weekly reports and monitor attendance for their year group/house.
(link to Graduated Approach Chart)
- Attendance Strategic lead (Mr. S DEVSHI) to feedback to SLT weekly on attendance.
- King Edward VI Handsworth Wood Girls' Academy data collection monthly
- King Edward VI Handsworth Wood Girls' Academy (System Leader – Attendance) to be updated on legal proceedings.

Attendance Percentage	Key Worker	Responses	Rewards	Daily Actions	Responsibility	Overview
100% - 97%	Tutors	<ul style="list-style-type: none"> Tutors celebrate during tutor time Tutor rewards given (merits/achievement points etc) Tutor Praise postcard Tutor Attendance Report for students whose attendance is at risk of falling below 95% Pastoral team celebratory phone calls & letters. Pastoral Team contract parents of students who attendance is at risk of falling below 95% Pastoral Team Attendance Panel for those at risk of falling below 95% Pastoral Team Attendance meetings for students whose attendance is falling rapidly 	<ul style="list-style-type: none"> Praise Postcards Termly Certificates Termly raffle HWGA reward policy 	<p>ATTENDANCE TEAM</p> <p>First Day Phone Calls</p> <p>“ At risk” (CP, LAC, SEN) priority phone calls.</p> <p>Progress 8 Phone Calls.</p> <p>Register chase up</p> <p>Amendments</p>	<p>Heads of Year</p> <p>Daily Percentage sent to SLT, Heads of Years, etc.</p>	<p>SLT, AHT BEHAVIOUR & ATTITUDES AND HEADTEACHER</p> <p>SLT Link discussion with Heads of Year if daily Attendance below 95%</p> <p>AHT Weekly meeting if attendance below 95% attendance</p> <p>Headteacher Weekly meeting if attendance below 94%</p> <p>SLT to support Attendance Panels</p>
94% - 96.9%	Heads of Year	<ul style="list-style-type: none"> Pastoral Team parental contact; letters and phone calls Inclusion Manager Attendance Report Heads of Years Attendance Report Pastoral Team contract parents of students who attendance is at risk of falling below 90% Pastoral Team Attendance Panel for those at risk of falling below 90% Pastoral Team Attendance meetings for students whose attendance is falling rapidly 	<ul style="list-style-type: none"> Praise postcard for improving Improvement Certificate 			
92% - 93.9%	Heads Of Year/ Head of Key Stage 3/4	<ul style="list-style-type: none"> Pastoral Team parental Contact; letters and phone calls Pastoral Team Attendance Panel for those at risk of falling below 85% Pastoral Team Attendance meetings for students whose attendance is falling rapidly Pastoral Team Home Visits Pastoral Team Parental warning re: potential for prosecution Attendance Officer Report Walk in Bus, Mini Bus pick ups 	<ul style="list-style-type: none"> Praise postcard for improving Improvement Certificate Positive phone call home 			
90 – 91.9%	Attendance Officers/Support managers	<ul style="list-style-type: none"> Behaviour Manager Attendance Report Attendance Officer Report Pastoral Team parental Contact; letters and phone calls Pastoral Team Attendance Panel Pastoral Team Home Visits Pastoral Team Parental warning re: potential for prosecution Pastoral Team AO Prosecution 	<ul style="list-style-type: none"> Praise postcard for improving Improvement Certificate Positive phone call home 			

90% Below	Attendance Officer and key 3 and 4 support managers <ul style="list-style-type: none"> • Behaviour Manager Attendance Report • Heads of Year Attendance Report • Attendance Officer Report • Pastoral Team parental Contact; letters and phone calls • Pastoral Team Attendance Panel for those students who can get out of PA • Pastoral Team Attendance meetings for students whose attendance is falling rapidly • Pastoral Team Home Visits • Pastoral Team Parental warning re: potential for prosecution • Pastoral Team Students placed in Ghost group so not to effect Tutor Group competition • AO Parental warning re: potential for prosecution • AO Prosecution 	<ul style="list-style-type: none"> • Praise postcard for improving • Improvement Certificate • Positive phone call home 			
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Attendance Pyramid





Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance. Code	Definition	Meaning
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or

		replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day