

ATTENDANCE AND INCLUSION

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PRINCIPLES

THE LAW STATES THAT ALL CHILDREN MUST RECEIVE A FULL-TIME EDUCATION FROM FIVE TO SIXTEEN YEARS OF AGE

We are very proud of the excellent attendance level achieved by our students within the Federation.

At the Federation, students who attend regularly tend to make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum.

The Federation works with outside agencies, including Rutland's Inclusion Officer, who may become involved in your child's attendance.

PARENT/GUARDIAN RESPONSIBILITY:

1. On the first day of absence telephone the Academy to explain the absence.
2. When a student returns to Academy there must be an absence note handed in, signed and dated. A note is always required whether handwritten or via email.

ACADEMY FOLLOW-UP STARTS

1. Upon return to Academy, the form tutor / class teacher will expect to receive an absence note/email. It is the Academy who authorises the attendance.
2. If after 48 hours there is still no explanation, a letter will be sent home or a phone call will be made.
3. If there is still no response to the Academy's letter, the absence will be recorded as unauthorised.

OUTSIDE INVOLVEMENT STARTS

1. At this stage the Social Inclusion and Development Officer (SIDO) at the local authority will be informed.

MONITORING AND FEEDBACK

1. At the end of each term all students will receive an attendance report. Any student who has provided no reasons for an absence, coded N, will also receive a letter requesting an explanation. It may be that there are perfectly valid reasons for such an attendance level. However, this may be an opportunity for parents and guardians to raise any issues that may be significant and affecting their child at the Academy.

2. If a student has been absent regularly due to illness, the Academy may ask for a supporting medical note from the GP or hospital. These notes are only valid for a set period of time and should be reviewed regularly.

ACADEMY/SIDO RESPONSIBILITY

1. At the end of every term, the SIDO will be made aware of any student whose attendance has fallen below 92%.
2. The form tutor / class teacher and Federation Vice Principal will monitor the student's attendance closely and targets will be set to improve attendance.

BELOW 92% ATTENDANCE

1. The Attendance and Inclusion Service will follow up each student according to their procedures.
2. Parents or guardians may be invited to an Academy and/or Local Authority Attendance Panel in order to explain and resolve the student's low attendance. If appropriate, an Attendance Action Plan will be produced.
3. If a student's attendance remains below 92%, the Attendance and Inclusion Service may be compelled to place the parent or guardian at Stage 1 of the LA's Prosecution Procedure. An immediate attendance target will be set to avoid prosecution under Section 444 of the 1996 Education Act.
4. Failure to meet the LA's target will result in further formal proceedings and possibly a fixed penalty notice being issued or court action.
5. Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

ONE OF THE MOST IMPORTANT THINGS YOU CAN DO FOR YOUR CHILD IS TO MAKE SURE THAT HE OR SHE ATTENDS THE ACADEMY REGULARLY

ACCEPTABLE REASONS FOR ABSENCE MAY INCLUDE:

1. My child is too ill to leave the house.
2. My child has a hospital appointment, which cannot be arranged outside of Academy hours.
3. My child has toothache and has an emergency appointment.
4. To attend the funeral of a relative.
5. To attend a significant event involving education, music or sport.

Where an appointment is unavoidable, try to ensure that the student is not absent for the whole College day.

UNACCEPTABLE REASONS FOR ABSENCE INCLUDE:

1. To look after other family members.
2. Sleeping in.
3. To avoid being late.
4. One child is ill, so all are kept off.

5. Minor ailments such as tummy ache or headache.
6. End of term.
7. To mind the house or take a delivery.
8. Holiday in term time.

TERM TIME ABSENCE

As by the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off College in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing at least 10 working days in advance. The Academy cannot authorise absence requests on the basis of cost nor can the Academy authorise a known absence retrospectively.

CHILDREN WHO MISS COLLEGE DUE TO MEDICAL REASONS

We recognise that there will be times when students need to be absent due to illness. When a student is too unwell to attend for a few days we do not routinely provide work; if they are well enough to complete work at home they should be attending the Academy. However, we do recognise that there are some exceptional circumstances when a student may be diagnosed as too unwell to be in College but well enough to complete work at home.

IF YOU BELIEVE THIS TO BE THE CASE:

- Contact the College at your earliest convenience to explain the nature of the illness.
- Provide medical evidence to the College in the form of a GP or hospital note.

During this period, the College will aim to provide work to match that which is covered within the lessons. However, this should only be for a short period of time, because without specialist teacher input, students inevitably progress at a slower rate to their peers. Once an absence extends for more than a few lessons, it becomes increasingly difficult to plan and assess work as well as provide effective feedback.

If a student is likely to miss Academy due to illness for 15 days or more (whether consecutively or cumulatively), the responsibility to provide work becomes that of the Local Authority. The Academy liaises closely with the LA in order to ensure that this transition is managed effectively and parents/guardians will be informed when this is the case.

THE LOCAL AUTHORITY SHOULD PROVIDE:

- A named officer responsible for the education of children with additional health needs.
- A written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.

WHERE STUDENTS HAVE MORE THAN 15 DAYS OFF DUE TO ILLNESS, THE ACADEMY WILL:

- Work closely with parents and the Local Authority to provide a smooth transition back into the Academy.
- Provide a named person for matters linked to attendance.
- Provide information to the Local Authority regarding which exam board syllabus a student is taking and which key textbooks are used (Key Stage 4 only).
- Continue to send the usual electronic communications (e.g. Connect magazine) to ensure that the child is updated on the wider life of the Academy.

ON RETURN FROM AN ABSENCE OF MORE THAN 15 DAYS, THE ACADEMY WILL:

- Provide access to the School Nurse.
- Encourage individual teachers to identify work that needs to be completed.
- Provide a form tutor to monitor progress in the period directly after reintegration.

ON RETURN FROM AN ABSENCE OF MORE THAN 15 DAYS, THE PARENTS SHOULD:

- Support their child in ensuring a successful return to the Academy. This may include attending after-school catch-up sessions, monitoring that missed work is completed.
- Encourage their child to discuss progress with their individual teachers and form tutor.
- Liaise closely with the form tutor and named staff member to make them aware of any future planned medical appointments.



AUTHORISED ABSENCES FOR TERM-TIME ABSENCE

Dear Parents/Guardians

Absences adversely affect the progress that students make. One of the most important things you can do for your child is make sure that he or she attends College regularly and on time. It is only me, as the Executive Principal, that can authorise any absence from College.

We are only able to authorise time off College in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing in advance. The College cannot authorise absence requests on the basis of cost nor can the College authorise a known absence retrospectively.

Unauthorised absence will form part of a student’s record. It is often difficult for students to catch up with work as they miss out on the interaction with the teacher and other students.

If you wish to take your child out of College for what you consider an exceptional reason please complete the form below and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours sincerely

Stuart Williams

WARNING – A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised absence during term time. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid within 28 days. Where relevant this will apply to each child.

Parents should be aware that aggravated none attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

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ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (name).....in form.....should be granted an authorised absence from (start date).....to (end date)..... This is a total ofCollege days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the College requires at least 10 working days’ notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:

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I confirm that I am aware of the Federation policy and it is not possible to avoid this absence by using College holidays. I understand that this absence cannot be authorised unless deemed to be exceptional or an once-in-a-lifetime event.

Signature of Parent/Guardian:.....

Date:.....