



Castle View  
Enterprise  
Academy

## Student Attendance Policy

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***SIGNATURES:***

<b>CEO Principal</b>	Mrs J. Bridges Mrs J Owens
<b>Chair of Governors</b>	Mrs H. Mottram

## **Rationale**

Regular attendance reflects commitment, maximises potential educational achievement and presents a positive public image for the school. School attendance is subject to various Education laws and this policy is written to reflect these laws and the guidance produced by the Department for Education.

## **Purpose**

- To ensure continuity of learning and the maximising of students' potential.
- To minimise 'at risk' situations.
- To develop and foster team spirit.
- To inculcate good habits in preparation for adult life.

## **Safeguarding**

A child may be at risk of harm if they do not attend the Academy regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this Academy, promoting the welfare and life opportunities for children encompasses:-

- Attendance
- Punctuality
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend this Academy on a regular basis could be considered as a safeguarding matter. If a child is subject to a Child Protection Plan or a Child in Need Plan, the Head of Year will inform the Designated Safeguarding Lead or Deputy for the case, of any unauthorised absence, by 10.00am on the day of absence. A welfare check will also be carried out either through a telephone call or if necessary, a home visit. Contact with the allocated social worker or any other outside agencies will also be made and recorded on CPOMS.

## **Promoting Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

### **To help us all to focus on this we will:**

Give parents / carers details on attendance;

Celebrate good attendance for tutor group achievements with an attendance duck;

Reward good or improving attendance through half termly CV2 cards, certificates, tutor group trips;

100% attendance rewards each half term.

## **Times of the Academy Day**

Students are expected to attend the Academy Monday to Thursday (Y7, Y8 and Y9 0835 – 1440; Y10 and Y11 0835 - 1440) and Friday (Y7, Y8 and Y9 0835 – 1345; Y10 and Y11 0835 - 1335). Registration takes place between 0840 and 0850.

**\*NB. These times may vary due to COVID19**

## **Holidays and Leave of Absence**

Students are not allowed to take holidays or Leave of Absence during term time. If a parent / carer decides to take their child on holiday, it will be marked as an unauthorised absence. There are no holiday forms. If a parent or carer intends to take their child out of the Academy for any reason, they must contact the Head of School directly. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that "...headteachers may not grant any leave of absence during term time unless there are exceptional circumstances."

## **Monitoring**

Tutors must follow Academy registration procedures. Students should be marked either present or absent on the Integris registration system. Students who are late should be marked as 'late' with the number of minutes late recorded.

Every teacher, using the Integris registration system, will keep class subject registers. It is the responsibility of every teacher to inform the Head of Year of any irregular attendance patterns. In the case of dual-registered students, the institution where the student attends will be responsible for recording daily attendance; however, the Academy will monitor attendance patterns and irregularities in the same way in which it would with non-dual-registered students.

Heads of Year work in partnership with all relevant staff to monitor attendance across the year group.

Heads of Year have regular timetabled meetings with the Senior Leadership Team to discuss attendance within the year group and to highlight specific concerns.

Communication with parents regarding attendance patterns is made by letter, telephone, home visits and/or meetings by either the Head of Year, SLT or the Attendance Officer (or more than one of the aforementioned).

Recognition of improvement is as important as contacts about irregular attendance. Good attendance, on an individual level, is recognised through an Academy-wide rewards system.

## **General Approaches**

The induction programme for new students should identify children 'at risk' through discussion with their existing Head Teacher before they transfer to Castle View Enterprise Academy. Plans should then be made to support them.

Research found "the most common reason given by truants for truanting was the wish to avoid particular lessons". Opportunities for discussion with truants about difficulties or dislikes they may have about particular lessons are made available.

The Integris Lesson Monitor records students' attendance in registration period and lessons. Heads of Year use the system to monitor attendance and truancy. Truancy from individual subjects is dealt with by the department/faculty. Where the truancy involves more than one lesson, the relevant Head of Year will deal with the student.

First day absence texts are made in all cases of unauthorised absence. In the event of being unable to contact home, a letter may be sent in order to establish a reason for absence. If there is a major concern, a home visit will take place.

Where necessary, regular multi-agency meetings are held to ensure effective communication and facilitate joint action planning.

### **Statutory Framework**

Under Section 444 of the 1996 Education Act, a student is required to attend regularly at school; failure to do so may result in legal action being taken. A parent / carer may receive a Fixed Penalty Notice or could be fined up to £2,500, face three months in prison and receive a parenting order.

### **Fixed Penalty Notices (FPN)**

If a student has 10 or more unauthorised absences during a 10-week period, the parent / carer may receive a FPN warning letter. Following this, a FPN may be issued to a parent / carer if their child has further unauthorised absences during the 15 school days following the receipt of the final warning letter. A FPN may be issued if a student has unauthorised absence resulting from an unauthorised holiday in term time. A FPN currently requires payment of £60 within 21 days or £120 within 28 days, and will result in prosecution for unauthorised absence if unpaid.

### **Understanding Absence**

Every half-day absence from the Academy has to be classified by the Academy (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing and in some cases a letter may be required from a doctor.

Appointments for medical and dental appointments should be made after school, with the exception of consultant / hospital or orthodontist appointments (which are not as flexible). Medical evidence must be provided for these absences to be authorised.

Unauthorised absences are those which the Academy does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Academy using sanctions and/or legal proceedings. This includes:

- parents/carers keeping students off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- students who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Whilst any child may be absent from the Academy because they are ill, sometimes they can be reluctant to attend the Academy. Any problems with regular attendance are best resolved between the Academy, the parents and the child.

### **Persistent Absenteeism (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the Academy year, for whatever reason, regardless of whether this is authorised or unauthorised absence. Absence at this level does considerable damage to any child's educational prospects and the parent's fullest support and co-operation is needed to tackle this.

All absence is monitored thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

### **Children Missing in Education**

A child or young person who is deemed missing education is of compulsory school age - between the ages of five and 16 - is not on a school roll nor registered at any formally approved education activity and has been out of any education for a substantial period of time.

There are a number of recognised points where children or young people can go missing from education. These include:

- After any form of exclusion from education
- Failure to complete the transition from primary to secondary school
- Delays in applying for a new school when a family arrive in the city
- Delays in applying for a new school when a child leaves an independent (private) school
- Child removed from school by family who leave the area with no forwarding address
- Child removed and not registered as "home educated"

These 'missing' children are amongst the most vulnerable children. Castle View Academy will liaise with practitioners in all services and work together to identify and re-engage these children, back into appropriate educational provision as quickly as possible.

In order to safeguard these children and ensure that they are able to access education, Castle View Academy will investigate the whereabouts of these children.

Investigations should include attempts to make telephone contact with all family members, home visits and liaison with partner agencies.

If contact is established with the family and they are still residing in the area then the parents must be notified of their legal obligations: parents are to ensure that their child is in receipt of full-time education and the matter will be pursued as an attendance concern.

If contact cannot be established with the family and their whereabouts are unknown, a CMfE referral form will be completed and forwarded to the Local Authority, using the CME referral form (Appendix 1).

## **Students Accessing Night School**

Occasionally, students may access their education entitlement at Night School, starting and finishing their entitlement later in the day. In this instance their attendance will be coded as present if they attend for the full time. Students attending Night School will receive full educational provision supervised by a Head of Year.

## **Students Missing from Education or at Risk**

There are students who are subject to safeguarding procedures who require vigilant daily monitoring. Heads of Year must record their absence and follow up these students as a priority. This information must be passed to a member of the Senior Leadership Team and the Designated Safeguarding Lead or the deputies. This information must be recorded on CPOMS.

If a student has failed to attend the Academy for 10 school days (this differs for vulnerable cases who are CIN / CP) and has not been sighted by a staff member or appropriate outside agencies, the Head of Year must make an immediate referral to a member of the Senior Leadership Team and the designated Child Protection Officer for that case. A home visit will then be arranged and the Local Authority Attendance Officer informed. A standard letter will be issued at the home address, should there be no response at the home address. Other relevant agencies will also be informed at this point. At 20 school days, the Missing Student Protocol will be followed. The student will be reported missing and an IAT9 completed, stating that the student is missing from education. The police will be informed in all cases open to safeguarding.

On occasion that a student hits the above trigger, the Senior Leadership Team will meet to discuss patterns of absence amongst similar groups of students, and prepare necessary relevant risk assessments.

Students on alternative provision will have their attendance monitored by the senior staff in charge, following the same protocol.

## **Summary**

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. We will provide a positive environment for learning. Equally, parents have a duty to make sure that their children attend the Academy.

All Academy staff are committed to working with parents and students as this is the best way to ensure a high level of attendance, and that every child's welfare and life opportunities are promoted, to ensure that they can fulfil their potential and aspirations.

## The Attendance Staged Procedure

CONCERN	STAGE	LEVEL	ACTION
Broken weeks. Below 95% attendance. Issues raised. Pattern of absence.	1	Warning letter issued.	Continual monitoring by Head of Year and Vice Head of School. Parents / carers may be informed, at this stage, that future absences will be unauthorised.
No improvement in attendance from Stage 1 letter over the course of two weeks or rolling weeks thereafter.	2	Unauthorised letter, includes invitation to meeting with HoY in person or TEAMS.	Meeting with parents / carers which may include representation from Vice Head of School, Head of Year and / or Locality Attendance Officer. Issues discussed. All contact recorded. Parents / carers to be informed that future absences will be unauthorised by letter. Early Help Referral <b>must</b> be offered.
Attendance fails to improve and absences are unauthorised. Locality Attendance Officer discusses the case with Legal Interventions Officer.	3	Referral to Locality Attendance Officer.	Fixed Penalty Warning Notice (FPWN), Fixed Penalty Notice (FPN) or Final Warning Notice (FWN). Possible Formal Attendance Review.
After a Stage 3 Referral has been made, the Local Authority Attendance Team would investigate by making contact, either by home visit, telephone call or letter. Future attendance would be monitored. Further action would be taken if there are subsequent unauthorised absences.			
Failure to display improvement in attendance over a monitoring period.	4	Court Procedures.	Court and prosecution.

*The use of a Fixed Penalty Notice (FPN) stands alone from the above Staged Procedure, the criteria for which being set out in the section entitled Fixed Penalty Notices (FPN).*

*Stages carry forward over a child's time at Castle View Enterprise Academy. They do not re-start at the beginning of each academic year.*

STUDENT ABSENT FROM CVEA

Parent / Carer Contacts Academy.

Parent / Carer Fails to Contact Academy.

First Day Absence Text Made

Home Visit Made After 5 Days of Unauthorised Absence.

After 15 Days of Absence Students Missing From Education or at Risk Protocol Followed.

Where Absence Persists, Staged Procedure Followed.

STUDENTS ACCESSING ALTERNATIVE PROVISION

**RETURNERS**  
Academy contacted by the designated returners attendance contact by 10.00am on the first day of absence and via email with weekly attendance data.

**PUPIL REFERRAL UNITS / ALTERNATIVE EDUCATION**  
Academy contacted by the designated attendance contact by 10.00am on the first day of absence and via email with weekly attendance data.

**HOME TUITION**  
Academy contacted by the designated tutor, according to Sunderland Local Authority protocols, of any issues regarding engagement with the process.

**POSITIVE PATHWAYS**  
Students accessing a Positive Pathways plan are subject to attendance monitoring by Vice Head of School.

Home Visit Made After 5 Days of Unauthorised Absence.

After 15 Days of Absence Students Missing From Education (CME) or at Risk Protocol Followed.

In the case of 'At Risk' Students, referral to Child Protection Officer made immediately.



### The Punctuality Staged Procedure

CONCERN	ACTION
Student late for Academy but arrives before 0850.	Break time detention with Head of Year. Failure to attend results in a detention on Friday, from 1405 to 1505.
Student late for Academy after 0850.	'L' code recorded on attendance record. Parents / carers informed.
Student persistently late for Academy but arrives before 0850.	One hour detentions at the end of the Academy day. Parents / carers informed via letter and asked to attend meeting with Head of Year.
Student persistently late for the Academy after 0850.	The 'U' code is used for individual identified cases which counts as a half day unauthorised absence.

# ATTENDANCE REFERRAL 2021/2022

All sections must be completed by school.

Checklist of mandatory documents required before a referral will be accepted:

- An Attendance Certificate.  Attached
- History of Change Report–(Amendments made to the pupil’s Attendance Register).  Attached
- Copy of the letter(s) advising parent(s) of the Attendance Referral  Attached
- Chronology detailing dates of communication/contact made by school with parent(s)  Attach
- Any Medical information – letters form GP/Consultant/CAHMS/CYPS

Completed referrals can be emailed to: [attendance@sunderland.gov.uk](mailto:attendance@sunderland.gov.uk)

<b>Pupil Details</b>	
Name	DOB:                      Year Group:
School:	Gender: <b>Male/Female</b>
<b>SEND/EHCP Status:</b>	
Eligibility Free School Meals:	<b>YES/NO</b>
Is the pupil dual registered?	<b>YES/NO</b> Name of alternative placement:
Is the pupil subject to an Individual Healthcare Plan	<b>YES/NO - If Yes Attach Copy</b>
<b>Parent(s)/Carer(s) Details (please identify relationship if not parent)</b>	
<b>Mr /Mrs /Miss /Ms</b> (Delete as appropriate) First Name	Surname
<b>Mr /Mrs /Miss /Ms</b> (Delete as appropriate) First Name	Surname
Address:	
Post Code:	Telephone No:
Email address:	
Interpreter required <b>YES/NO</b>	
Reason offered by the parents for the absences with corresponding dates	

Meetings with parents and child to discuss attendance – dates and outcome

Referral made to Early Help: <b>YES/NO</b> <b>Date</b> <b>If YES please advise of Outcome</b>	<b>Is the Child</b> LAC <b>YES/NO</b> Child in Need: <b>YES/NO</b> Child Protection Plan: <b>YES/NO</b>
Name of Early Help Worker	<b>Name of Social Worker:</b>
<b>If No - why has a referral not been made?</b>	Has the Social Worker been informed of this referral? <b>YES/ NO</b>
	Does the Social Worker support this referral? <b>YES/NO</b>

**IS THE REASON FOR REFERRAL DUE TO COVID RELATED CONCERNS? YES/NO**

**IF YES Please explain what the school has done to support the family**

**Reason for Referral?**

Please explain why you are making this referral, include all relevant information you hold about the child and their family for example any bullying, medical or family issues that are/could be impacting on the child's attendance and how this is affecting their attendance and/or attainment; have you referred the child and family to any other agencies and if so, have they engaged?

**Are you aware of any reason why the Locality Attendance Officer should not make a home visit? (It is important to include any known risk factors to ensure the safety of the LAO).**

**THIS REFERRAL WILL BE RETURNED IF IT IS NOT FULLY COMPLETED AND/OR IF THE SUPPORTING DOCUMENTATION IS NOT ATTACHED**

I confirm the school will not routinely authorise any further absences without justifiable evidence. The parent(s)/carer(s) has/have been advised of this and have also been informed this referral has been made. I fully understand that the information contained within this referral will be shared with the parent(s)/carer(s) and all the required supporting documents are attached

Name of Refer Date

# Children missing from education school notification form



This form is to be used by schools to notify the LA when a pupil has gone missing and no contact can be made with the parent/carer to establish reason for absence

- Ceased to attend the school and forwarding address of the family is not known
  - When a child has not returned from holiday within 10 schools days of the expected date of return
- Email the relevant details to: ehaat@togetherforchildren.org.uk

<b>Child's forename:</b>	<b>Child's last name/also known as:</b>
<b>Date of birth:</b> <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Name of parent/carer:</b>	
<b>Address:</b>	<b>Telephone no:</b> <b>Mobile:</b>
<b>School:</b>	<b>Date last attended school:</b>
<b>Possible New Address</b> If not know possible new Area (LA)	
<b>Additional information:</b>	

**Name:**..... (referrer)

**Date:** .....