



# Thrybergh Academy and Foljambe Campus

## Attendance Policy

March 2019

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## **The Thrybergh Academy and Foljambe Campus Attendance Ethos**

The following policy is in place to support our key mission for attendance at the Academy.

The Academy believes that there is a clear link between good attendance and educational achievement. Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the school. The Academy invests in strong parent/carer relationships which encourage pupils to reach good attendance levels ensuring that they can then access a broad and balanced education.

On leaving the Academy good attendance rates will support applications for any Post-16 placement, whether at College, 6th Form, training or employment.

### **Expectations of Students**

- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the Main Office of the Primary Campus to sign in should they arrive after the official registration time of 8:45am
- Students who arrive after the official starting time of 8.45am at the Secondary Campus will be given a late mark by their form tutor. Students will then be issued a 10 minute detention during break time on the same day.
- To inform Main Office (Primary Campus) Attendance Office (Secondary Campus) of any reason that will prevent them from attending school

### **Expectations of Parents/Carers**

- To fulfil their responsibility by ensuring their children attend school regularly and on time, well prepared for the school day [full uniform, equipment, timetable, completed homework etc.]
- To provide the school with accurate and up-to-date contact details
- To ensure that they contact the school on the first day their child is unable to attend and that their child returns to school with an absence note/explanation written in their student planner if no reason was provided
- To contact the Attendance Team in confidence whenever any problem occurs that may keep their child away from school
- To inform the Main Office (Primary Campus) Attendance Office (Secondary Campus) if seeking authorisation for any forthcoming appointments, and where possible, arrange appointments outside of the school day
- To ensure the continuity of their children's education by taking holidays during the school holiday period. In exceptional circumstances where this is not possible, request for leave in term time can be made by completing the application form in advance of the holiday. Authorisation will only be granted in exceptional circumstances.

### **Expectations of the Academy**

- A broad and balanced education that depends on regular attendance at the Academy
- The encouragement and promotion of good attendance and punctuality
- Regular, efficient and accurate recording of attendance and punctuality
- Prompt action on any problems notified
- Close liaison with the EWS to assist and support parents and pupils where needed
- Notification to parents/carers of their child's attendance record and progress against their attendance target through regular reports home

- The school will record all attendance related incoming messages from parents, notify the relevant person and pre-mark known absence on the electronic system
- The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received.
- When a pupil is absent and contact cannot be made by telephone a home visit will be made as soon as possible
- Regular post registration checks will be carried out
- Whole school and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified
- It is vitally important that parents are actively engaged in promoting good attendance and punctuality. School will explain any arrangements such as Home – School Agreements, School Prospectuses, School Reports and the school’s social media sites which set out and reinforce the importance of regular school attendance. Any changes will be communicated via the School Newsletter and/or a text message
- Yearly targets will be reviewed in July of each school year and amended

### **Circumstances where a Fixed Penalty Notice may be issued**

The issuing of a Fixed Penalty Notice is considered appropriate in the following circumstances:

- In cases of absence from school when the pupil has been taken on holiday during term time, the absence has not been authorised by the school, and the child has attendance below the combined National average for both primary and secondary schools for the previous 12 months, including the holiday absence period.
- The deliberate taking of a holiday/leave of absence in term time without the school’s permission and where this has created a period of unauthorised absence of at least 10 sessions (5 school days).
- For those parents of pupils where notification of unsatisfactory attendance has been issued and unsatisfactory attendance remains a concern.
- Where the Local Authority School Attendance Panel or Fixed Penalty Notice Panel believe that a Fixed Penalty Notice is the most appropriate way to deal with non-school attendance.
- Where a child has not returned to school on an expected date and no satisfactory explanation has been given for the absence. There must be at least 10 consecutive sessions (5 school days) lost due to unauthorised leave of absence during term time.
- Where an excluded pupil is present in a public place during the school hours of the school where the pupil is on roll.

In each of the above cases, each parent will receive a separate Fixed Penalty Notice for each child taken out of school.

No one parent will receive more than three separate Fixed Penalty Notices resulting from the unauthorised absence of a child in any 12 month period, however, there will be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Fixed Penalty Notice.

The Academy works in partnership with students and their families to ensure that the above strategies result in good attendance and accessing of the Academy curriculum. However, where students either do not engage in these strategies or where they do not result in good attendance, a more rigorous and structured approach is taken to monitor progress and ensure improved attendance rates. Please see appendix 1.

### **Attendance Rewards**

- Certificates will be awarded to pupils who achieve 100% attendance termly and at the end of the year.
- Attendance postcards will be awarded to students who have achieved between 95.5% and 99.9%
- Reward points are given for good attendance, which forms part of the whole school rewards system.

Attendance Monitoring and Support System – Appendix 1

<b>Level</b>	<b>100% - 95.5% Level 1</b>	<b>95.4% - 90% Level 2</b>	<b>89.9% - 80% Level 3</b>	<b>79.9% (PA) Level 4</b>
<b>Key Staff</b>	Senior Attendance Officer Form Tutor Year Managers/House Leaders	Senior Attendance Officer	Senior Attendance Officer Education Welfare Officer	Senior Attendance Officer Education Welfare Officer Year Manager SLT Link
<b>Roles</b>	<ul style="list-style-type: none"> <li>- Praise and reward.</li> <li>- Half termly certificates and postcards sent home.</li> <li>- Attendance draw.</li> <li>- PRIDE Points.</li> </ul>	<ul style="list-style-type: none"> <li>- Analysis of attendance/punctuality data.</li> <li>- Identify students for intervention.</li> <li>- Attendance/punctuality report/meet with student.</li> <li>- Parents notified of concerns via letter.</li> <li>- Meeting with student.</li> <li>- Phone call/home visit to parent.</li> <li>- Discussion with EWS.</li> <li>- Focused Assemblies for target cohort.</li> </ul>	<ul style="list-style-type: none"> <li>- Meeting/Home Visit with student/parent</li> <li>- Referral to EWO</li> <li>- Attendance/punctuality support plan with clear expectations</li> <li>- External Agency Support explored and implemented</li> </ul>	<ul style="list-style-type: none"> <li>- Formal request for student/parent to attend Internal NSAP</li> <li>- History report and support plan reviewed</li> <li>- Academic timetable reviewed</li> <li>- Evaluation of impact of support plan</li> <li>- Evaluation of impact of external agency support</li> </ul>
<b>Review Point</b>	Weekly analysis	Monitor Weekly Review Half Termly	Monitor Weekly Review Half Termly	Monitor Weekly Review Half Termly
<b>Potential Outcomes</b>	- Students moved on to next level if trigger points reached	<ul style="list-style-type: none"> <li>- If attendance/punctuality improves students move back to Level 1</li> <li>- Extend the review period</li> <li>- Move to Level 3</li> </ul>	<ul style="list-style-type: none"> <li>- If attendance/ punctuality improves students move back to Level 1</li> <li>- Extend the review period</li> <li>- Letter of concern</li> <li>- Move to Level 4</li> </ul>	<ul style="list-style-type: none"> <li>- If attendance/ punctuality improves, student moves back to Level 3</li> <li>- EWS NSAP</li> <li>- Court proceedings</li> <li>- FPN</li> </ul>

**Thrybergh Academy & Foljambe Campus**

Arran Hill, Thrybergh, Rotherham, S65 4BJ

Telephone: 01709 850471 Fax: 01709 854561

e-mail: [head@thrybergh.com](mailto:head@thrybergh.com)

website: [www.thrybergh.com](http://www.thrybergh.com)

Acting Headteacher: Steven Rhodes

Acting Head of Primary School: Lorraine Croft

Assistant Headteachers: Michelle Diskin Fran Whayman Elliot Montgomery Scott Rushton & Jason Toy

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