



# ATTENDANCE POLICY

## Arbour Academy

<b>Approved by:</b>	Julie Owen Headteacher	<b>Date:</b> 22.09.2023
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2024	

## Mission Statement

The academy aims to provide relevant high quality educational opportunities for all pupils, in a caring and supportive environment appropriate to their needs. We will work in partnership with parents, carers, educational colleagues and other agencies to ensure high quality learning and teaching and positive social, personal, emotional, behavioural development. As a result, pupils will attend, enjoy, achieve, make positive contributions and become economically independent once they leave Arbour Academy.

## INTRODUCTION.

Arbour Academy seeks to ensure that all its pupils receive education which maximises opportunities for each pupil to realise his/her/their true potential. The academy will strive to provide a welcoming, caring environment, whereby each member of our community feels valued, safe and secure. All academy staff will work with pupils and their families to encourage each pupil to attend regularly and punctually. Home Tuition pupils have a designated register and individual time-tables. Full-time pupils of the academy will have their efforts to improve attendance and time-keeping supported through a system of target-setting and mentoring, and monitored in conjunction with the Education Welfare Officer.

To meet these objectives, Arbour Academy will build on current effective and efficient systems of communication with pupils, parents, carers and appropriate agencies to provide mutual information, advice and support.

## AIMS.

- 1 To raise awareness of the need for attendance and punctuality for all those associated with the day – school, on Home Tuition, and Therapy.
- 2 To provide support, advice and guidance to parents and pupils.
- 3 To recognise the needs of the individual pupil with regard to attendance and punctuality.
- 4 To further develop positive and consistent communication between school and families.
- 5 To maintain a systematic approach to recording and analysing attendance-related data.

## **1. To raise awareness of the need for attendance and punctuality for all those associated with the school.**

- 1 Attendance targets for pupils of Arbour Academy will be a part of the Parents Review meeting, and Half Termly Targets as appropriate.
- 2 Home Tuition pupils have time-table arrangements confirmed on a weekly basis.
- 3 Attendance issues part of the admissions processes.
- 4 Display materials to foster positive attitudes to educational opportunities.
- 5 Celebration of good attendance.

## **2. To foster positive attitudes towards school attendance for the pupils on Home Tuition.**

- 1 A register system in place.
- 2 Additional information to be recorded systematically by staff.
- 3 Effective methods of liaising with mainstream schools will continue to be developed.
- 4 Display materials to encourage positive attitudes.
- 5 School staff attendance at multi-disciplinary meetings whenever possible.

## **3. To provide support, advice and guidance to parents and pupils.**

- 1 Encourage parents to be involved in child's educational needs.
- 2 Use of 'My School App', or and 'Front of House' system as point of contact; identified admin staff to respond to calls etc. and liaise with staff, parents and others. First day of absence family to be contacted.
- 3 Staff available to talk to pupils and/or parents promoting a two-way communication between families and school. Identified staff to support pupils' attendance through regular communication with home.
- 4 Provide accurate and up-to-date information for parents in a user friendly way (which may require use of language other than English, or non-written).
- 5 Highlight attendance as appropriate in
  - Mentoring sessions
  - Form/tutor time
  - One-to-one work, formal or informal

## **4. To recognise the needs of individual pupils with regard to attendance issues.**

- 1 Be sensitive to the needs of individuals when agreeing attendance targets.

- 2 Be aware of individual circumstances when recording attendance and punctuality, so that attendance is celebrated.
- 3 Inform staff of relevant issues.
- 4 Register morning and afternoon attendance by each pupil, including known circumstances, according to legal requirements and school- agreed procedures.

**5. To maintain a systematic approach to recording and analysing attendance-related data.**

1. Standardised recording of:
  - presence
  - authorised/unauthorised absence
2. Be consistent in the collection and provision of information.
3. Use of SIMS system

**At all times, Arbour Academy will work towards positive intervention, responding to the needs of pupils and families, supporting individuals and groups, and engaging pupils to promote positive behaviour and attendance.**

## Attendance Flowchart

### Stage 1: First Day of Absence

**Contact made by parent or keyworker:** reason for absence entered into communications log and shared with staff.

**Contact not made:** message sent to parent/carer asking them to contact Arbour Academy.

### Stage 2: Second Day of Absence

**Contact made by parent or keyworker:** reason for absence entered into communications log and shared with staff

**Contact not made:** message sent to parent/carer asking them to contact Arbour Academy. If no response, then home visit by keyworker

### Stage 3: Third Day of Absence

**Contact made by parent or keyworker:** reason for absence entered into communications log and shared with staff. Plan for return to school discussed.

**Contact not made:** Home visit re-attempted. All agencies informed and if necessary referrals made to external agencies.

**Stage 4: Further Absence** If unexplained absence persists; Arbour Academy will work with the mainstream school and family to address issues and seek solutions to improve attendance. Review of whether the provision is right for the child.