



Making a Difference

Phoenix Park Academy



Attendance Policy



WELLSPRING
ACADEMY TRUST

We Make A Difference

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Making a Difference

Phoenix Park Academy

ATTENDANCE POLICY

Phoenix Park and Sevenhills academies recognise the fact that regular attendance and academic success go 'hand in hand' and the important link between school attendance and safeguarding. Therefore, it is incumbent upon us to ensure that:

- Registration procedures are rigorous and comply with the DfE regulations.
- Accurate attendance statistics are compiled to inform future targets for student attendance.
- Unauthorised absences are promptly detected and followed up.
- Long term absentees are successfully reintegrated on their return to school.

Parents are responsible in law for ensuring regular and punctual attendance of their children.

Aims

Our aims are:

- To strive to achieve good levels of school attendance.
- To ensure that regular attendance assists students to be successful learners.

We do this by making education enjoyable, interesting and appropriate to every child's needs. We encourage, praise and reward success.

Background

Phoenix Park and Sevenhills Academies endorse the following DfE statements:

- There is a strong link between the amount of absence and the results/qualifications and outcomes that a student achieves.
- Every lesson matters - children who have time off often find it difficult to catch up and do well at school.

Attendance Procedures

Reporting Student Absences:

- Parents/Guardians are required to notify the academy of their child's absence on the day they are absent from school by 9.30am.
- If a pupil does not attend school, and no explanation has been received, contact with the parent/guardian will be made on the first day of absence by telephone and/or a home visit.
- Should any pupil abscond, a phone call home will be made immediately and where appropriate child missing protocols followed.

Any student whose attendance is a cause for concern will be required to provide evidence of the absence. If evidence can't be provided then the student will be marked as having an unauthorised absence for that period of time. **We will accept the following evidence for illness:**

- Medical/Doctors written evidence
- Prescription or sight of medication
- Letter from the practice nurse
- Illness logged with the local GP, via school nurse.
- Appointment Card

Truancy

All staff are required to take a register at the commencement of each session (Morning and Afternoon) to check up on students who are frequently absent on a particular day. Where a student is truant information in relation to truancy will be shared with parents and outside agencies as necessary.

Punctuality

Being punctual is a pre-requisite to a session or a lesson having a purposeful start. School staff must insist on lessons starting promptly, where students fail to turn up on time they may be asked to make up their minutes late at the end of the school day. Lateness will be challenged and must not be allowed to become a habit.

Managing Attendance

School staff play a crucial role in assisting Phoenix Park and Sevenhills academies to maintain high standards of attendance and in supporting students with particular problems.

Regular meetings are held to discuss attendance problems which have been identified. Home visits will be made where attendance is of a concern. Support will be offered and available. Failure to engage with support offered may result in further action.

- The Pastoral team monitors attendance of all students across Phoenix Park and Sevenhills academies.
- If there are concerns because a student is not attending on a regular basis, the Pastoral team, along with school staff will make contact with parents/carers and conduct home visits to find ways to improve attendance.
- The Pastoral team liaises with the Education Welfare Service/ Home school (where a student is dual registered) if attendance continues to be a concern.
- Where there are periods of unexplained absence the pastoral team will carry out a home visit to speak to parents and explain the importance of attendance and offer support.
- The Pastoral team, including the Parental Support Advisor may coordinate to work to ensure the attendance matter is resolved.
- If attendance continues to be of concern we will carry out School Attendance Panels (SAPs).
- If the School Attendance Panel (SAP) is ineffective in improving attendance rates, then a Governor Attendance Panel (GAP) and subsequently a Leadership Attendance Panel (LAP) may be held which could lead to a fine or court prosecution; the maximum sanction being a custodial sentence.

Children missing from education

A child going missing from education is a potential indicator of abuse or neglect. School and college staff members must follow the N E Lincs missing guidance.

Contact Humberside Police on 101 or our designated Missing Person's Police officer

Please see link below

<https://www.gov.uk/government/publications/children-missing-education>.

Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. School and college staff members should follow the school's or college's procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

We will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2018).

Where child sexual exploitation, or the risk of it, is suspected, frontline practitioners should complete a cause for concern form and pass onto the designated member of staff for child protection.

The DSL should complete the CSE/CCE MACE Risk Assessment and Management tool for partners a copy of the completed tool must be kept in the child's child protection records for future reference.

If the child /young person already has an allocated social worker, the DSL must contact them (or their Case Supervisor) to discuss any concerns about sexual exploitation.

A copy of the strategy can be obtained from: North East Lincolnshire's LSCB website.
<http://nelsafeguardingchildrenboard.co.uk/data/uploads/documents-and-reports/info-for-practitioners/cse-practice-guidance-and-procedure.pdf>

In regards to children who have missed three consecutive days of schooling with no contact or unsuccessful home visits, the Police and Children's Services will be contacted to complete a welfare check and a child missing in education form will be completed and further action will also be sought.

We will ensure the school works in partnership with parents / carers and other agencies as appropriate. This includes facilitating missing debriefs as appropriate.