

Aims

- All students at The Elizabethan Academy will aim to achieve 100% attendance and punctuality to fully benefit from all the opportunities available to them
- Staff, students and their families will work together to support excellent Attendance
- The academy will monitor attendance and punctuality and ensure quick and early intervention if a pattern is identified
- Excellent attendance is seen a vehicle to excellent achievement and is recognised as such by the academy

Guiding Principles

- To ensure attendance and punctuality are a priority for all stakeholders of the academy and all play an effective role
- To provide support, advice and guidance to students and parents and to maintain effective communication between the academy and home
- To manage a system of rewards and sanctions related to attendance and punctuality
- To be systematic in approach when gathering and analysing attendance data
- To maintain an effective partnership with the Targeted Support Service and other agencies
- To regularly review the framework which defines agreed roles and responsibilities and promotes consistency in the drive to improve and maintain excellent levels of attendance

The Role of the Form Tutors

The Form Tutor will:

- Always take a register
- Build effective relationships with students and parents/ carers to encourage excellent attendance
- Positively support reward systems for attendance linking progress, behaviour and achievement
- Support students returning from longer absence
- Liaise with and feedback relevant information to Team Leader and Pastoral Support staff as appropriate
- Talk to students about any absences and check planners for parental contact

The Role of the Students

Students will:

- Attend the Academy at every opportunity and arrive in good time
- Bring a note, explaining reason for absence, on the first day back
- Record attendance details in the student planner
- Support other students who might have attendance problems
- Catch up, promptly, with work missed through absence

The Role of the Year Leader

The Team Leaders will be responsible for co-ordinating and monitoring attendance within their Team. They will:

- Develop a positive ethos within the Team that encourages excellent attendance and punctuality
- Ensure that tutors carry out all attendance procedures and interventions
- Attend meetings with Targeted Support to discuss attendance issues and decide on appropriate action as necessary
- Liaise with parents, carers and students causing concern
- Have a clear understanding and overview of attendance data, reasons for absence and interventions taken for their Team
- Liaise with Curriculum Leaders, Attendance Officer, Senior Leader and other agencies as appropriate.
- Discuss attendance with tutors at each Pastoral Team Meeting
- Attend weekly meeting with Attendance Officer to monitor and intervene with students causing concern.
- Attend Attendance Panels

Attendance and Punctuality Matter



The Role of the Class Teacher

The Class Teacher will:

- Mark the register in the first 10 minutes of the lesson
- Monitor individual student attendance.
- Report truancy to the Attendance Officer
- Ensure sanctions are put in place for truants [eg department detention, to make up time]
- Inform Curriculum Leaders of any concerns
- Set work for students not well enough to be in school as requested and ensure all catch-up work is completed on return

The Role of the Attendance Officer

The Attendance Officer will:

- Work closely with Team Leaders, the Senior Leader and the Targeted Support Service to monitor attendance issues and set up regular meetings.
- Provide staff with the appropriate data.
- Make sure supply staff have class lists as appropriate to follow attendance.
- Be a point of contact for parents/carers to discuss attendance issues.
- Carry out home visits.
- Work with individuals and groups of students to improve attendance.
- Carry out the school's staged responses prior to referral to the Targeted Support Service.
- Keep detailed records of interventions, meetings and visits with outcomes noted.
Ensure letters are sent for 100% and Improving Attendance each half-term

The Role of Parents/Carers

Parents/Carers will:

- Ensure their children attend the Academy at every opportunity and strive for 100% attendance
- Promote a good attitude to learning so that any child in their care:
 - Arrives punctually
 - Is in academy uniform
 - Is fully equipped and motivated to work
 - Follows school rules and expectations
- Work in partnership with the academy and other agencies in the child's best interest
- Inform school of important changes or influences that might affect the child's learning
- Not remove their children from the academy during term time as per DfE guidance

The Role of the Curriculum Leader

The Curriculum Leader will:

- Regularly refer to attendance at the department meetings
- Liaise with Team Leaders to monitor attendance
- Generate high expectations from staff and students and focus on the link between attendance and progress and achievement
- Track and support across the department