



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

ATTENDANCE AND PUNCTUALITY POLICY

SEPTEMBER 2011

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

OBJECTIVES:

1. To ensure students are safe and through high levels of attendance are able to enjoy and achieve.
2. To ensure students have the highest levels of attendance and reduce lateness.
3. To ensure the Academy meets all attendance targets.
4. To reduce truancy.

MONITORING (via Governors' Scrutiny Committee):

1. Throughout the academic year the committee will ask to see attendance and lateness reports from the WHA Officer.
2. The chair of the committee will review the findings of the attendance and lateness report produced by the Attendance Administrator and consult with the Education Welfare Officer.
3. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

REVIEWING

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

NOMINATED MEMBER OF STAFF:

HEAD OF COLLEGE

APPENDIX 1

Operating Statement

Aylesbury Vale Academy is committed to achieving high standards in the learning and achievement levels of students. The Academy believes that students are better placed to fulfil their potential both academically and socially if their attendance and punctuality record is excellent. With good attendance, students will achieve better results, greater confidence, have increased self-esteem and develop useful skills for the workplace.

This policy recognises that attendance can be affected by a range of factors and therefore should be set alongside other Academy policies such as Behaviour, Curriculum and Special Needs and recognises the need to work in partnership with parents and the Educational Welfare Officer to address difficulties.

APPENDIX 2

Monitoring Attendance

- Students make their way to lessons where they are registered by their teacher. On mornings when there is an assembly this takes place in the main hall
- The register is then returned to the WHA Officer who puts the results on to the system
- Students who arrive late to the Academy sign in with the WHA Officer
- Students are marked unauthorised from 9am onwards
- Teachers carry out registration during both afternoon periods
- If a student is unwell or unable to attend the parents are to ring the WHA Officer who will note this on the system
- If the WHA Officer notes an absence and the parents have not rung in, he/she will contact the parents

Promoting Good Attendance

At the Aylesbury Vale Academy the importance of good attendance will be promoted in the following ways:

- Parents' handbook
- Home school agreement
- Student planner
- Code of conduct

- Visual displays
- Parents' evenings
- Reminding parents of their legal obligations and the potential sanction via the DCSF leaflet 'School Attendance: Information for Parents'
- Year 7 Induction Day
- The prospectus
- Half termly newsletter
- Whole Academy and year assemblies
- Good communication with parents to include access to the policy, letters and home attendance figures in their child's planner

Roles and responsibilities

All members of staff are instrumental in promoting good attendance, the following staff have specific roles and responsibilities.

Teachers

- Setting an example by arriving on time
- Promoting habits of regular attendance with the group and individuals
- Accurately maintaining the register
- Alerting others regarding absence and initiating follow up procedures
- Using the attendance rewards and sanctions systems
- Welcoming long-term absentees back into the form
- Ensuring students enter attendance data into their planners

Attendance Administrator

- To identify promptly, patterns of non-attendance and inform parents immediately of any un-authorised absence
- Telephones parents of target group students on first day of unexplained absence and logs information
- Inputs information from student late book into lesson monitor
- On a weekly basis produce on OMR absent report for completion by tutors
- Fortnightly produce percentages for each year group's attendance
- Produce half-termly attendance letters as requested by CL
- Meet fortnightly with CL/lead attendance professional to discuss attendance issues
- Inducting new staff on lesson monitor
- Meet regularly with the EWO to discuss individual cases
- Communicate with parents of students who are experiencing attendance difficulties
- To produce information fortnightly on:
 - types of absences e.g. holidays, medical appointments, authorised and unauthorised
 - historical data on individual students

- patterns of individual students' absences relating attendance to the curriculum

LPP Manager

- To promote good attendance within his/her College
- Monitor and supervise the work of their Form Tutors in promoting attendance
- Communicate with parents of students who are experiencing attendance difficulties after attendance administrator intervention, if needed
- Organise a programme to help students to catch up on missed work due to prolonged absence
- Liaise, when appropriate, with outside agencies
- Liaise with the Head of College
- Oversee permissions for students to leave the school premises
- Reduce lateness by operating Late Gates
- Present an attendance assembly to the year group regularly
- Meet fortnightly with the attendance administrator/Lead attendance professional to discuss attendance issues
- Devise individual attendance plans where necessary
- Utilise the Academy's rewards and sanctions systems as appropriate when dealing with attendance
- Display motivational attendance materials within the Academy
- Have an attendance display at parents' evenings
- Make formal referrals to the EWO for action for students whose attendance is causing concern
- Support students who have very poor attendance

Head of College

- Monitor the attendance of all statemented students
- Liaise with the LPP Manager regarding strategies for specific students

Lead Attendance Professional

- Ensure that the attendance policy is implemented and that systems are operating effectively
- Create an Academy ethos which promotes excellent levels of attendance
- Report to Leadership Group and Governors on attendance matters
- Ensure DCSF returns are completed accurately
- Induction of new staff on attendance policy
- Ensure Academy prospectus, homework planner, parents' booklet and Academy newsletters promote attendance
- To meet fortnightly with the LPP Manager/WHA Officer regarding attendance issues

Governors

- Ensure that statutory attendance statistics are submitted
- Review and approve the attendance for learning policy
- Annually review attendance data

Parents/Carers

- Ensure that their child attends the Academy regularly
- Confirm promptly the reasons for absence; this may be done by phone, letter, e-mail, medical certificate or medical appointment card
- Contact the Academy or Educational Welfare Officer if there are any attendance problems so that together we may plan the solution
- Never arrange holidays within term time
- Ensure their child is punctual to the Academy
- Be involved in promoting attendance and achievement

Education Welfare Officer

- Fortnightly meeting with the LPP Manager/WHA Officer to decide on appropriate strategies for previously identified students
- Implement strategies as agreed with the Academy and keep the Academy updated on their effectiveness
- Arrange for Whole assemblies to be presented informing students of the consequences of poor attendance.

Rewards

The following rewards will be used to encourage excellent attendance:

- attendance displays at parents' evenings and celebration of success events
- Termly presentation of shield and box of sweets to Form with the most improved attendance in each year group
- Attendance certificates presented to individual students at end of term year assemblies: Bronze 90<94%, Silver 94<98%, Gold 98-100%
- End of year platinum award for students who have attained 100% attendance for the whole year
- Tea with the Head of College for students who attain 100% attendance for the year

Sanctions

- Half-termly letters initiated by the LPP Manager to parents of students whose attendance is below 90% in the autumn term, and below 94% in the Spring and Summer terms
- Placement on attendance/punctuality report

- Two unauthorised lates in a week will initiate a break time detention organised by the Form Tutor
- Referral to EWS of students whose attendance is below 80%, which may lead to a fine or imprisonment of the parents/carers

Support for Students

The Academy offers the following support:

- Discussion of emerging attendance issues at Form Tutor meetings
- Contact with parents at an early stage
- Placement on attendance/punctuality report
- Individual attendance plan initiated
- Referral to Lead Attendance Professional
- Referral to EWO, PRU and Connexions

Resources

- Reduced teaching loads for the LPP Manager
- Administrative support
- Budget for rewards system and displays

Support for Parents

- Face to face meetings for early intervention; advice given for strategies to use
- Referrals are made to relevant outside agencies
- DCSF leaflet, 'Is your child missing out?' School Attendance: Information for Parents

Monitoring and Evaluation

- Impact and consistency to be evaluated by the Lead Attendance Professional
- Monitoring of patterns and trends identified in the role descriptors for Attendance Administrator/LPP Manager