Attendance and Punctuality Policy

1.   Introduction

1.1.   Trinity Academy seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to fulfil their potential.

1.2.   The academy will strive to provide a welcoming, caring environment, whereby each member of the academy community feels respected and secure.

1.3.   All academy staff will work with students and their families to ensure each student attends the academy regularly and punctually.

1.4.   The academy will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

1.5.   To meet these objectives Trinity Academy will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

2.   Attendance and Punctuality Aims

- To continually improve the overall percentage of students attending college.

- To make attendance and punctuality a priority for all those associated with the academy including students, parents, teachers and Governors.

- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

- To provide support, advice and guidance to parents and students.

- To develop a systematic approach to gathering and analysing attendance related data.

- To further develop positive and consistent communication between home and the academy.

- To implement a system of rewards and sanctions.

- To promote effective partnerships with the Education Social Work Service and with other services and agencies.

- To recognise the needs of the individual student when planning reintegration following significant periods of absence.

3.   Aim 1. To improve the overall percentage of students attending the academy.

- Apply the Academy attendance policy consistently.
- Establish, maintain and promote high expectations of student attendance and punctuality.
- Relate attendance issues (positive and negative) directly to the Academy's values, ethos and curriculum.
- Consistently and vigorously scrutinise attendance and punctuality data, producing information which, can be used effectively by academy staff.

4.   Aim 2. To make attendance and punctuality a priority for all those associated with the academy including students, parents, teachers and governors.

- Produce termly and annual reports to students, parents and governors through the academy newsletter and individually through student review days.
- Hold induction evenings and events for year 7 students, which highlight the importance of excellent attendance.
- Provide inset for appointed / promoted staff on Academy attendance policy.
- Display attendance information in public Academy areas and in tutor rooms.
- Discuss attendance issues in Education Social Welfare meetings, pastoral briefings and pastoral SEF reviews.
- Ensure the Academy rewards policy recognises and promotes excellent attendance and punctuality.

5.   Aim 3.   To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

- Maintain the standard and correct procedures for statutory am (closes at 9.55) and pm (closes at 1.30pm) registration.
- Make contact with families, using designated staff, on first day absence.

- Ensure clearly defined late registration procedures are in place and understood by students and staff.
- Students who are placed on Alternative Provision will be registered in-line with the providers Attendance Policy.
- Carry out home visits when there is concern about absence (appendix 1.4)
- Respond quickly and effectively to lateness.
- Ensure the Academy has appropriate support through an appointed attendance officer.
- Define clearly the roles and responsibilities within the Academy staffing structure (appendix 1.1).
- Ensure there are clear procedures in place and recorded as complete prior to a referral to the ESW.
- Attendance is reviewed at the times set out in the section 'attendance tracking'.

6. Aim 4. To provide support, advice and guidance to parents and students.

- Detailed attendance reports given to parents at PCE's.
- To ensure parents are aware of the Academy attendance policy in particular the academy's' guidelines on extended leave (appendix 1.0).
- To ensure staff are available to speak to parents about attendance concerns during any Academy day.
- To ensure advice and guidance on the importance of good attendance is given to students through:

- Tutor time
- Assemblies
- PCE's
- Academy website
- Student planner

- Provide a key point of contact to the parent if an attendance concern has been highlighted.

7. Aim 5. To develop and maintain a systematic approach in gathering and analysing attendance related data.

- Be consistent in the collection and provision of information.
- Ensure systems are in place to identify and tackle poor attendance including students who are PA or in danger of becoming PA (appendix 1.1).
- Ensure tutors are trained in the use of E portal registers and in the weekly management of attendance record sheets.
- Ensure the relevant staff (VP, AP, Phase Leaders, College Mangers) are regularly informed of whole academy, college and individual year group attendance.

8.   Aim 6. To further develop positive and consistent communication between home and academy.

- Ensure first day absence contact is standard procedure.
- Develop further the wide range of opportunities for parental partnerships (see Aim 2).
- Actively encourage parents into the academy to discuss both positive and negative issues related to their child's attendance.
- Report attendance concerns early to parents through a phone call or letter.

9.   Aim 7. To implement a system of rewards and sanctions.

- Finance for rewarding excellent attendance available and identified in year teams IP's.
- Ensure fair and consistent implementation.
- Involve students in the 'style' and evaluation of the reward system.
- Actively promote excellent attendance and the associated rewards.
- Use appropriate sanctions for poor attendance and punctuality identified in the academies' BFL policy.
- Take appropriate action which accords with objectives agreed between the academy and other agencies e.g. ESW, parent, Behaviour support Service, YOT.

10.   Aim 8. To promote effective partnerships with the education social work service and with other services and agencies.

- Designated key staff for liaison with ESW (XX) and other key agencies. (AP and EWO)
- Carry out initial enquiries / intervention prior to referral.
- Gather and record relevant information to assist the ESW service.
- Arrange multi agency meetings as appropriate.

11.   Aim   9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

- Involve / inform staff in the reintegration process.
- Provide opportunities for the student to receive counselling or feedback.
- Involve parent in the process.
- Use a designated member of staff as 1 to 1 support in the early stages of the transition process.

Date adopted by Governing Body	May 2016
Date for full implementation	May 2016
Date for review	May 2019
Policy owner	NRN (VP)

1.   Appendix 1.0 – Extended Leave / Absence

1.1   There is an established proven link between good attendance and effective academic progress. Trinity Academy wants to encourage and develop all our students learning throughout their academy career, and we feel extended absence in term time will jeopardise individual student progress.

1.2   Students in year 11 and the 6th form will not be authorised extended leave. All other students are allowed to request the Principal to authorise up to 10 days absence in any academy year. Authorisation would be granted only under exceptional circumstances. Exceptional circumstances do not include visiting relatives, family holidays or missing college for religious observance. The academy will seek to fine parents/guardians if leave of 5 or more school days are taken within an 8 week period.

1.3   Where an extended leave request is refused by the Principal; if parents take their son / daughter out of academy, then the absence is deemed unauthorised. In circumstances of 20 days or more of continuous unauthorised absence the student will be taken off role from the Academy.

1.4   There are occasions when home visits are necessary such as when there has been no contact made by a parent or guardian about a student's absence or there are continued concerns with attendance. Staff where possible will contact parents to let them know that a HV is taking place. Most commonly these will be carried out by our EWO, College manager or LA education welfare.