



Name of policy/activity:

Stationers' Crown Woods Academy Attendance and Punctuality Policy

Rationale:

At Stationers' Crown Woods Academy, we are committed to ensuring that all pupils receive a full-time education, which maximises opportunities for each pupil to reach their full potential. The Academy is committed to providing a caring environment in which all pupils feel valued in and secure; in order to achieve this aim, all college staff work to support pupils and their families in fulfilling their need to attend the Academy regularly.

The evidence is very clear: that good attendance in school supports high achievement. Those pupils who attend less than 95% of the time in school are likely to underachieve; so as part of our work in this area the achievement of all pupils and students will be monitored on the basis of attendance and we will use this data to raise standards and ensure inclusive teaching.

This Policy embraces three principles:

- the need for the home schools (staff at all levels), to know which of the five attendance cohort each pupil is in;
- to engage with the pupils and incentivise them to understand the singular value that we and they and their parents attach to being in school and the potential impact attendance has on their achievement.
- to identify and review cohorts and attendance progress across them, using time in well-being for the tutors to drive this initiative alongside the additional interventions being undertaken by Senior Leaders and other colleagues, PSO for example.

Aims

1. To maximise the overall percentage of pupils' attendance at the Academy.
2. To make attendance and punctuality a priority for all those associated with the Academy including pupils, parents, teachers and governors.
3. To provide support, advice and guidance to parents and pupils.
4. To employ a systematic approach to gathering and analysing attendance related data.
5. To further develop positive and consistent communication between home and college.
6. To further develop our rewards system and sanctions in order to ensure that messages regarding the importance of good attendance are consistently reinforced.
7. To promote effective partnerships with the LEA Attendance and Behaviour Service and with other services and agencies.
8. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Policy in Practice:

This will be achieved by:

Making attendance and punctuality a priority for all those associated with the Academy including pupils, parents, teachers and governors.

Stationers' Crown Woods Academy will:

1. Ensure that attendance policies and procedures are clearly explained in all Academy literature.
2. Highlight the importance of attendance at parent's evenings, so that college parents are fully briefed on the Academy's Attendance Policy.
3. Provide INSET training for appointed/promoted staff so that all procedures are carried out efficiently and with consistency
4. Discuss attendance issues with the Attendance Advisory Officer so that there is good liaison between the Academy and the AAS.
5. Use reward systems such as crowns, prizes, certificates etc. to encourage pupils to attend regularly.
6. Promote parental partnerships using a range of opportunities so that parents experiencing difficulties feel able to approach the Academy for support and advice.

Registration and attendance

1. Maintain unambiguous procedures for statutory registration by using SIMS to ensure standardised recording of:
 - i. authorised/unauthorised absence
 - ii. lates
 - iii. educational activity
 - iv. presence
 - v. percentage attendance
2. Make parents aware on first day of absence, if not previously notified to the Academy. If no contact is made, a letter is sent home.
3. Ensure clearly defined late registration procedures and appropriate response to lateness.
4. Utilise clear internal college procedures prior to referral to Attendance Advisory Service.
5. Ensure that the identified member of staff gathers information before meeting with the AAO.
6. Review attendance regularly, following designated procedures.

To Provide Support, Advice and Guidance to Parents and Students

1. Highlight attendance in:
 - a. Well-Being
 - b. Assemblies
 - c. Staff available to talk to pupils
 - d. Homework clubs
2. Set aside area/time for parents to speak to staff and involve parents from the earliest stage.
3. Seek improved communication with parents.
4. Provide accurate and up-to-date contact information for parents.

This Policy was adopted in Oct 2012, reviewed in Feb 2014 and will be reviewed in Feb 2017.