



North East Essex Additional Provision School

Re-engaging young people with education and life-long learning

Attendance Policy 2013-4

Date Policy Agreed:

Date of Next Review:

Signed:

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Introduction

Next review date: **February 2014**

Responsibility

NEEAPS aims to achieve good attendance by operating an attendance policy within which students, staff, parents and Education Welfare Advisory Service can work in partnership.

In order for this policy to be successful every member of the school community must make attendance a high priority. We must share our enthusiasm for education; communicate its importance to young learners and all members of the school community.

School expectations

NEEAPS expects Young learners to:

- Attend school regularly
- Arrive on time, appropriately dressed and prepared for the day
- Keep attendance above 85%

NEEAPS expects parents/carers to:

- Contact the office between if their child is not going to be in school.
- Send a note to the school on return from sickness or absence.
- Contact the school immediately if they become aware that their child is reluctant to attend school.

Young learners and parents can expect NEEAPS to:

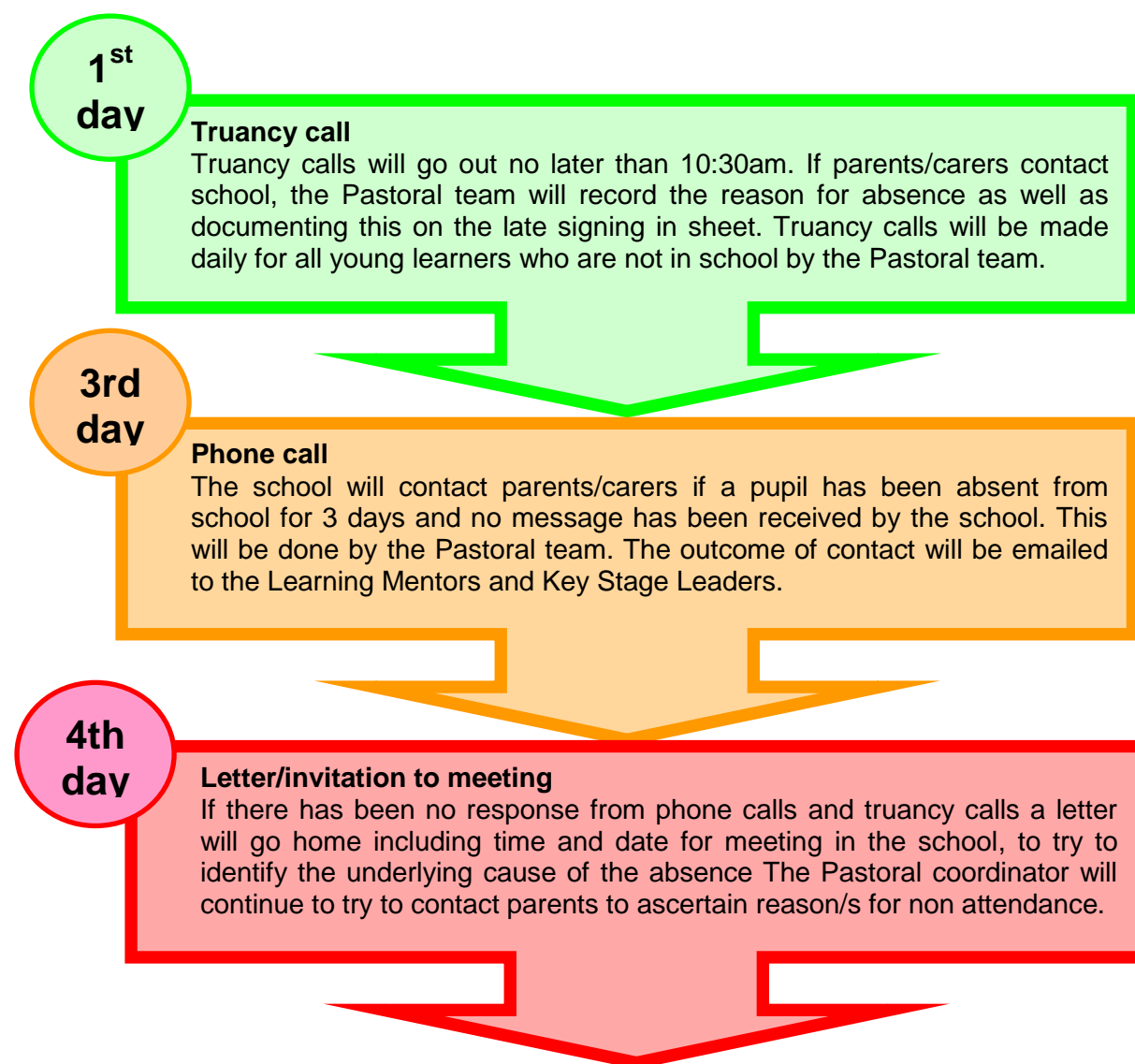
- Regular, efficient and accurate recording of attendance and time keeping
- Contact home on first day of non-attendance
- Make early contact home when a pattern of lateness emerges
- Take immediate action on any problem notified to us
- Provide confidentiality
- Take positive measures to encourage good attendance
- Provide support for young learners - To ensure a broad and balanced curriculum.
- Provide a welcoming, safe and caring environment in which each pupil is valued and supported.
- Build and maintain effective partnerships between the school and its parent body, external support agencies and the wider community.

Time off in Term Time

- In certain circumstances students will be granted time off in term time, but this is at the discretion of the Executive Headteacher and will once again be considered on a case by case basis. Any parent taking their child out of the school during term, for any reason, without the permission of the Executive Headteacher will result in an unauthorised absence and possible referral to the Education Welfare Service.

Dealing with Absenteeism

NEEAPS use a computerised registration system to monitor young learners' attendance. The schools link Education Welfare Advisor (EWA), and the The Attendance and Behaviour Support Coordinator (ABSC) will meet regularly to discuss young learners whose attendance is less than 85%. These young learners will be monitored and tracked and the school will automatically make a referral to the EWS should attendance become a concern.



Depending on the outcome of meeting, an action plan will be drawn up and attendance monitored or a referral will be made to the Education Welfare Service (EWS). If the meeting highlights problems in school (e.g. bullying, friendship problems etc.) appropriate strategies will be implemented and support given to the child to resolve the difficulties.

The Anti-Social Behaviour Act 2003

Section 23 of the Act gives powers to the local authority to issue Penalty Notices where a parent /carer is failing to ensure their child's attendance at school.

What is a Penalty Notice

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court to secure an improvement in a pupil's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

What Are the Costs?

Payment within 28 days of receipt of a Notice is £50 and £100 if paid after this but within 42 days.

How Are They Issued?

By post to your home or handed to you in person by officers from the Education Welfare Service.

The use of Fixed Term Penalty Notices would depend upon the circumstances and would only be used if there was a very high probability that using a FPN would make an immediate and significant improvement to the attendance.

Punctuality and Lateness

Young learners must attend school on time for registration. After the designated time the register will be closed.

After 9:30 a late book will be completed at reception. Students who arrive after this time will have to provide a reason for lateness and will receive a late mark in the register. Parents/carers will be notified if a recurring pattern of lateness develops. If lateness persists, further action will be taken and parents/carers invited in for a meeting to discuss the reason for the lateness. Procedures to be followed in the case of persistent lateness may involve the EWS.

Internal Truancy

All young learners are expected to have a mark in the register for all lessons and be present for the duration of the lesson unless they are absent or have other authorised circumstances i.e. a meeting, counselling, mentoring, a medical appointment.

Internal and external truancy will be monitored daily by class teachers. Where appropriate, concerns will be raised with Learning Guides in the first instance for further action.

Letters will be sent to the parents and carers of persistent truants along with lesson registers. Meetings will also be organised with the young learner to discuss their attendance to lessons with their Learning Guides.

If truancy continues, parents/carers will be invited in for a meeting. Depending on the outcome of meetings, an action plan will be drawn up and appropriate strategies implemented to support the young learner. This may include mentoring, time out provisions or revision of timetable. Attendance to lessons will be monitored. If there are no improvements a referral may be made to the Localities Service.

Positive Measures to Encourage Good Attendance

NEEAPS will seek to encourage good attendance and punctuality with the young learner through tutorial work and assemblies. Good attendance will be seen as an achievement in its own right and recognised as such with rewards such as certificates and prizes.

Young learners will be rewarded with certificates half-termly, termly and annually for achieving 80-100% attendance. There will be a permanent display of young learners who achieve 80-100% attendance for the week and where possible attendance will be linked to any reward scheme operating in the school.

Learning Guides will run reports for weekly attendance to lessons on Monday and pass concerns on to PC pastoral Coordinator who will track individuals' attendance and set targets for them, working closely with the Mentoring Team and parents/carers.

Roles and Responsibilities

All Staff

- Ensuring that registers are completed regularly and accurately, using appropriate symbols, before the end of each lesson.
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to learning guides to follow up.
- Remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances.

Learning Guides

- Ensure that am and pm registers are completed.
- Monitoring their tutor group's attendance e.g. run attendance reports weekly.
- Meet with young learners initially about attendance issues and document action taken.
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the Executive Head teachers of Year or Pastoral Coordinator to follow up.

Engagement and Learning Mentors

- Is the initial point of contact to parents/carers
- Is responsible for ensuring truancy calls are done daily to parents/carers of non attendees.
- Is responsible for ensuring that the attendance registers are up to date and being completed correctly and on time in cooperation with teaching staff,
- Will inform NEEAPS staff of reason for non attendance, if any, via register note and/or email.

- Will edit registers where necessary.
- Ensure that an official register is printed off twice daily for am and pm marks
- Ensure that the late book is completed
- The Pastoral Co-ordinators will meet regularly with EWS to review and discuss registers, arrange meetings and make referrals.
- Support Learning Guides with the monitoring of attendance, punctuality and truancy.
- Ensure that periods of non attendance are followed up.
- Track and target individual young learners to improve levels of attendance.
- Communicate regularly with parents/cares of non attendees and follow up concerns of staff.
- Meet regularly with the attendance officer and Schools Link EWS to review and discuss punctuality, registers, concerns raised by Pastoral Co-ordinator, Deputy Headteacher and make referrals – LABS.
- Work with Learning Mentor Team to address issues of non attendance and truancy to draw up action plans and implement appropriate strategies to support the young learner and improve attendance and/or punctuality.
- Monitor the attendance of offsite provisions and ensure that registers are received.
- Coordinate and implement any reward scheme that is linked to attendance and punctuality.

Learning Mentors

- Will provide a service which enhances existing provision in order to support learning, participation and encourage social inclusion.
- Will attend meetings with parents where necessary
- Work with young people and their families who are referred for attendance reasons.
- Work alongside the pastoral coordinator to draw up action plans and implement appropriate strategies to support the young learner to improve attendance and/or punctuality.
- Take a strategic lead on raising levels of attendance at The Bridge Academy.
- Be responsible for overseeing all issues regarding attendance and will meet regularly with the Attendance Officer and the Schools Link EWO to review and discuss registers, arrange meetings and make referrals.
- Authorise absences and referrals where appropriate.
- Communicate regularly with NEEAPS Senior Leadership Team.

Welfare Officers

- Will receive updates on young learner attendance and any action that has been taken.
- Checks all the school registers fortnightly with the Key Stage Leaders and Pastoral Coordinator.
- Work with NEEAPS at a strategic level to increase attendance and action plan for individuals
- Attend meetings and reviews with parents regarding attendance and will liaise with parents/carers of young people referred to the Localities Service.
- Be invited to other meetings that are in hand e.g. meetings of the Special Needs Support, Group/Meetings with Educational Psychologist.
- Where appropriate, discuss any Fixed term exclusion.

<h2>Appendix</h2>

1. Letters

- Letter of Commendation
- Attendance Concerns
- Meetings To Be Arranged
- Truanting Internal and External
- Off Site Provisions

2. Certificates

3. Teacher Attendance concerns

4. EWA referral

Letter of commendation

Ms Blogs
Head Street
Colchester
Essex

11 September 2014

Dear Parent /Carer,

This letter is to inform you of how pleased NEEAPS is with _____ current levels of attendance.

At present Katy-Rose's attendance is excellent and is 100%. This is having a positive effect on learning and is increasing Katy-Rose's chances of reaching her full potential.

May I take this opportunity to ask you to continue encouraging Katy-Rose to access the support offered at The Bridge Academy. I hope that Katy-Rose will continue to achieve high levels of attendance during the coming term.

NEEAPS aims to give Katy-Rose the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of Katy-Rose succeeding.

Yours sincerely

Attendance Concerns 1

Ms Blogs
Head Street
Colchester
Essex

Attendance Concerns 1

(Print on NEEAPS Executive Headteacher's headed paper)

Dear Parent /Carer,

I am writing to inform you that _____ attendance has now fallen below 85% and is beginning to present a concern to us.

Attendance figures can also be affected by pupils not arriving in school on time. I would therefore advise you that I will be closely monitoring and documenting _____ attendance and punctuality from now on.

May I take this opportunity to remind you that it is important that you ensure your child attends school regularly and punctually as this is your legal responsibility. You should inform the school every time that your child is not in school on the above number and leave a message.

Please ensure that _____ is in school by 9.15am and attends regularly. Should it be necessary for _____ to be away from school, please ensure you telephone NEEAPS by 9.30am to advise of the reason for absence.

Should you require any support or need any further information, please do not hesitate to contact me or consult NEEAPS Attendance Policy.

Yours sincerely,

Attendance Concerns 2

Dear

Further to our conversation today regarding _____ attendance. I would like to confirm that I have met with _____ to discuss how this can be improved.

Please be aware that should _____ attendance continue to be a concern, we will have no option but to call you into school for a formal meeting to discuss how improvements can be made.

Yours sincerely,

Attendance Concerns 3

Dear

I am writing to bring to your attention _____ attendance figure, which is currently at XX %. This is presenting a serious concern to the school and could lead to external agencies being involved and possible court action.

I have made an appointment time for you to come into school on _____ ***insert date and time***. At the meeting we will discuss how to make improvements and other options available.

I look forward to meeting with you.

Yours sincerely,

Attendance Concerns Meeting 1

Ms Blogs
Head Street
Colchester
Essex

Dear Parent /Carer,

This is to inform you that we have concerns about _____ attendance, as since returning to school _____ attendance has fallen to XX%.

Despite numerous attempts we have not been able to contact you to ascertain the reason for _____ absences.

I would like to arrange a meeting to discuss these attendance issues. A provisional date has been set for _____ (***insert date and time***). This meeting will take place at NEEAPS. Please contact NEEAPS to either cancel or confirm.

If you have any queries about this matter please do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Attendance Concerns Meeting 2

Ms Blogs
Head Street
Colchester
Essex

Dear Parent /Carer,

I am writing to inform you that we have concerns about _____ attendance, as since returning to school in September Jay's attendance to school has fallen XX%.

Despite numerous attempts we have been unable to contact, or meet with you to ascertain the reason for these absences.

As there has been no improvement in _____ attendance I would like to arrange to discuss these attendance issues. The meeting will take place at NEEAPS and a provisional date has been set for _____ **(Insert date and time)**. Please contact NEEAPS to either cancel or confirm.

If you have any queries do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

EWA referral /meeting

Ms Blogs
Head Street
Colchester
Essex

Dear Parent /Carer,

I am writing to inform you that we have concerns about Jay's attendance, as since returning _____ attendance to school has fallen to XX%.

Despite numerous attempts we have been unable to contact you to ascertain the reason for these absences.

As _____ attendance has now fallen below 80% a referral has been made to the Education Advisory Service and a meeting has been arranged to discuss these attendance issues.

The meeting will take place at NEEAPS on the _____ **(Insert date and time)**. Please contact NEEAPS to either cancel or confirm.

If you have any queries please do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Attendance Medical Concerns

Ms Blogs
Head Street
Colchester
Essex

Dear Parent /Carer,

This is to inform you that we have concerns about Jay's attendance. At present _____ attendance is XX% but we are concerned about the increasing number of days he has had off sick in recent weeks, as this time off will have a negative effect on learning, reducing _____ chances of reaching his full potential.

May I take this opportunity to remind you that it is extremely important that you ensure your child attends school regularly and punctually, as this is your legal responsibility. If _____ takes time off for any reason medical or other, you are required to inform the school in advance or before school starts on the above telephone number. You should inform the school in writing when your child returns to school providing a medical note if possible.

If _____ attendance does not improve or continues to fall below 85% we will be making a referral to the Education Advisory Service and a meeting will be arranged to discuss these attendance issues further.

NEEAPS aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding.

I hope I have your full support and if you have any queries please do not hesitate to contact me.

Yours sincerely

Persistent non attendance (internal and external truancy)

Ms Blogs
Head Street
Colchester
Essex

Dear Parent/ Carer,

Re: Persistent non-attendance of lessons

We are now very concerned with _____ non-attendance to lessons.

Whilst s/he has been turning up for school most sessions s/he is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both _____ and other learners in the school.

I hope that now this situation has been brought to your attention we can work together to change _____ worrying pattern of behaviour and get her/him performing at a level that matches her/his ability.

I will be working with Jay's tutor over the next week or so to set attendance targets for _____. Hopefully this will be enough to improve her/his participation in lessons. If it is not then there will be a review of Jay's placement at NEEAPS and we may need to consider other provision. This may well involve _____ working from home full-time in order to provide places in lessons for young people who want to engage.

As always I appreciate your support in this matter and would ask that you speak with _____ about her/his future conduct. If you have any questions or would like to meet with somebody to discuss _____ current school experience please contact me on the above number.

Yours Sincerely,

Alternative provision

Dear Parent/ Carer,

Re: Persistent non-attendance of lessons

Having carried out a review of lesson attendance I write to inform you that your child's current behaviour and attitude has become of great concern, as has their attendance and punctuality. _____ attendance this term has fallen well below acceptable standards for NEEAPS learners. Whilst _____ has been turning up for school most mornings _____ is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both _____, other learners in the school and leading to conflicts with staff.

I thank you for your cooperation in this matter and would ask that you speak to _____ about their future conduct. If you have any queries or would like to meet with me to discuss _____ current school experience and the new educational offer please do not hesitate to contact me on the number above.

Yours Sincerely,

Attendance Concerns

Please complete and pass on to Sally Joseph

Young Learner:			Tutor Group	
Concerns:				
Telephone Contact:	Yes	No	Date/ Outcome:	
Details of any discussions with young learner/ parents.				
Any other relevant information				
Staff Member:				