



Attendance Policy

Introduction

Rise Academy provides a personalised programme of education for students in KS4 who have either displayed poor attendance in school, are classed as a Persistent Absentee (PA), are on the cusp of school exclusion or are identified as potential NEET post 16.

Purpose

To work in partnership with our education providers to;

- Keep an accurate and up to date record of attendance.
- Inform parents of attendance and punctuality issues.
- Identify causes of non-attendance and take action.
- Improve the attendance of individuals, provider group and schools.

The Law

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age access full time education.

Parents of students accessing the provision have a legal responsibility to ensure their child's regular attendance at their allocated provider.

If a Rise Academy student who is registered at a provider fails to attend regularly then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. This includes parents who take holidays during term time. An automatic fine will be issued, regardless of the student's current attendance.

Procedures in place at Rise Academy

Roles and Responsibilities

It is the Headteacher's decision whether to authorise a student's absence from school.

Rise Outreach Senior Leadership Team:

- Implement Attendance Policy
- Oversee administration of the CLM (online provider register) attendance system. Streamline and make adjustments to systems and procedures
- Monitor and review Attendance Policy annually.
- Set and monitor attendance targets.
- Implement system of rewards and sanctions.
- Support Outreach Workers on issues of non-attendance, truancy, identifying and responding to causes and instigating sanctions

Outreach staff:

- Give school and provider attendance a high profile when meeting with students
- Monitor daily their cohort's attendance through CLM and contribute to the accurate record of attendance.
- Regularly meet with parents and address and recognised attendance problems as soon as they are identified.
- Meet with SLT to regularly to review attendance of the cohort.
- Assist SLT with referrals to the Education Welfare Service.
- Instigate a Multi Agency response to support external implications impacting on students' attendance
- Identify and seek remedy for any barriers to attendance
- Look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes.
- Work with schools, providers, and families to review the appropriateness of the learning package and support re-integration plans where appropriate.
- Facilitate meetings with Students their families and the provider

Education Providers:

- Act as a positive role model for students.
- Give attendance a high profile.
 - Praise students for arriving on time.
 - Seek explanation where students are late
- Keep an accurate register recorded on the online CLM system. Data to be inputted within 30 minutes of the lesson starting. – Report through SIMs for those who are not recorded on CLM
- Make contact with parents to inform them of student absence/seek explanation for any unexplained absences.
- First day absence calls to be made to parents within that session (*half day; am/pm*) alerting Staff when concerns arise.
- Link with the Rise Academy Outreach staff to instigate follow up for non attendance.
- Liaise with Strategic Commissioner to monitor the accuracy of record keeping

Parents/carers

- Ensure that students leave for their vocational provision on time every day.
- Provide written explanation for children's absences from provision.
- Endeavour not to take students out of school in term time.
- Notify the provider as soon as problems arise with child's attendance.
- Telephone the provider on the first morning of a student's absence.

Students

- Arrive at the provision on time
- Make sure a note is sent from parents to explain absences.
- If late sign in at reception
- If there is a need for a student to leave early students must sign out at reception
- Tell your Provider or Outreach Worker if having any problems attending your allocated provision

Rewards

- Weekly, half-termly, termly and annual certificates and reward trip; letters home for individuals

and prizes for groups or individuals who have attendance above 95%.

- Good attendance references to potential employers/colleges.

Education Welfare Service (EWS)

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend school or allocated provision regularly. This can result in the school offering the parent the opportunity to enter into a parenting contract under section 19 of the Anti-social Behaviour Act 2003.

Penalty Notices issued by the Smart Moves.

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend school or allocated provision regularly.

This can result in the school issuing a penalty notice under section 23 of the Anti-social Behaviour Act 2003.

Escalation Process

Rise Academy supports many students with a history of erratic or poor attendance. Each student has a bespoke timetable that supports their engagement with learning. However, when a student fails to attend regularly then a series of steps are taken to secure improved attendance. Prosecution is used when all other strategies have been exhausted. The following table highlights the process if a student does not return to school.

Continuous and persistent absence		
Session	Action	Follow-up
1	Call from outreach staff	
2	Call from outreach staff	
3	Home visit by outreach staff	Call the next day to remind parent/carer
4	Home visit by outreach staff	Call the next day to remind parent/carer
5	Home visit by outreach staff	Call the next day to remind parent/carer
6	Call from Outreach Manager	Call the next day to remind parent/carer
7	Home visit by Outreach Manager	Doctor's /medical evidence required if ill
8	Call from Outreach Manager	Absence not authorised
9	Call from Outreach Manager	Absence not authorised
10	Call from Outreach Manager	Referral to EWS
11	Parent/carer invited in to school to meet with Outreach Manager	Absence not authorised
12	Home visit by outreach staff	
13	Home visit by outreach staff	Penalty Warning Notice Letter issued
14	Parent/carer invited in to school to meet with Headteacher	
15	Home visit by outreach staff	
16	Home visit by outreach staff	
17	Home visit by outreach staff	
18	Home visit by outreach staff	
19	Home visit by outreach staff	
20	Timetable removed until meeting held	Prosecution

