

David Nieper Education Trust



Attendance & Punctuality Policy

This policy was originated by Emma Merchant – Assistant Headteacher, Pastoral

Attendance

David Nieper Academy recognises the importance of regular attendance at school. It is important that student attendance is closely monitored to ensure appropriate intervention to overcome barriers to school attendance. The academy will endeavour to recognise high levels of students' attendance and to challenge and support students where attendance issues are identified.

Management of attendance

The academy uses the SIMS system to manage pupil attendance. A register is taken during every lesson. Registers close 5 minutes into each lesson and from there on students are considered to be late. Students are expected to be lined up for their first lesson at 8.30am. Students who arrive at school after this time are registered with a late mark and are expected to make up the time as per the flow chart shown on page 4. Attendance is overseen by Mrs Emma Merchant, Assistant Headteacher, Pastoral & Inclusion. The Attendance Officer, Mrs Lynn Lound, is responsible for tracking attendance issues and for initiating concern referrals to the Education Welfare Officer. Learning advisors are responsible for monitoring day to day attendance and acting as the initial liaison point with home.

Identifying issues and improving attendance

Where attendance is a concern pro-active action will follow, informing parents of the emerging issues and engaging in dialogue to ensure improvement. The academy uses trigger points to help prioritise cases which are reviewed every half term, although each individual case will be managed according to circumstances.

Stage 1: 96% and Below

Formal discussion and a written concern letter to parents. Students will be placed on a 'hot list' with an immediate follow up phone-call. Attendance will be reviewed on a weekly basis by the Attendance Officer

Stage 2: 90% and Below

Formal meeting in school and a 'stage 2' warning letter issued. David Nieper Academy will liaise with the Educational Welfare Officer to consider supportive measures and the possibility of a fixed penalty notice given. Parents/Carers at this stage are invited to an attendance panel meeting.

Stage 3: 85% and Below

Request to Education Welfare Officer to initiate legal proceedings. Appropriate multi-agency discussion, including referral to the David Nieper Academy Multi-Agency Team. Attendance & Punctuality Policy 2 September 2016 Reporting absence. Please report all absences on the first day of absence from school between 8-8.30am. Contact should be made with the main school reception on 01773 832331 and then follow the instructions to make contact with the Attendance Officer. Term time holidays In line with Government policy, David Nieper

Academy will not authorise any leave of absence for family holidays. We will however use discretion when requests for leave of absence are submitted for exceptional circumstances. If the request is not agreed or the leave is taken without prior authorisation, then the absence will be treated as unauthorised. This may lead to a penalty notice or a summons being issued against the relevant Parent(s)/Carer(s).

Medical appointments

Where possible, all medical appointments should take place after school or if necessary, during lunch time. This minimises the impact on students learning. Where students do have to attend medical appointments, they should give written notification of the appointment to their learning advisor who will pass it on to the attendance officer. Medical appointments will not be authorised for a full day of absence (unless the letter states so) and all students should be brought into school both before and after their appointment where possible.

Rewarding good attendance

Our policy acknowledges the importance of good attendance. Progress leaders recognise high levels of attendance through displays and celebration assemblies. Students will be rewarded with privileges for outstanding attendance and punctuality.

Punctuality to school and lessons

It is vital that all students arrive to school on time and also that they arrive to lessons on time. The flow chart on page 4 shows the consequences for late arrival to school and lessons.

Late to school

Late to school (after gate closes at 8:30am)

- A 10 minute break time detention will be issued for the same day
- Failure to attend this detention will result in a 45 minute after school detention on the following day
- Failure to attend the 45 minute detention will result in the student being placed into the IU

3 x Late to school in a half term (after gate closes at 8:30am)

- A 45 minute detention will be issued and students will be expected to reflect on reasons for their lateness during this time
- Parents/carers will be sent a letter informing them that on the event of a 4th late to school, a meeting will take place with the parent/carer and the students family support worker

4 x Late to school in a half term (after gate closes at 8:30am)

- A meeting will be arranged with parent/carers, the student and the family support worker attached to their specific year group
- During the meeting reasons will be discussed and clear targets will be set with a two week review period

5 x Late to school in a half term (after gate closes at 8:30am)

- A meeting will be arranged with parent/carers, the student and a member of SLT
- The student will be placed in a 1 hour and 30 minute detention which will take place after school

Step 1



Step 2



Step 3



Step 4

Late to lessons

Step 1



Step 2



Step 3



Step 4

Late to lesson

- Any student who is late to lesson will receive an L code

2 x Late to lesson in 5 days

- X2 late marks in a 5 day period will result in a 45 minute detention being issued
- Parents will be notified via the telephone by the family support worker attached to their child's year group
- Failure to attend the 45 minute detention will result in the student being placed into the IU

3 x Late to lesson in 5 days

- X3 late marks in a 5 day period will result in a 1 hour and 30 minute detention being issued
- Parents/carers will be notified via the telephone by the family support worker attached to their child's year group Failure to attend the 45 minute detention will result in the student being placed into the IU

4 x Late to lesson in 5 days

- X4 late marks in a 5 day period will result in a student being placed in the IU for one day
- Parents/carers will be invited in for a meeting with the student and family support worker attached to their year group
- During the meeting reasons will be discussed and clear targets will be set with a two week review period