

## Attendance Policy

Responsible	Sophia Martin – Vice Principal Behaviour and Safety
Implementation Date	September 2020
Date of Next Review	Sept 2021

Any Associated Policies	<p>DfE – Schools Attendance – July 2019</p> <p>DfE - Children Missing in Education – Sept 2016</p> <p>DfE – School attendance parental responsibility measures – Jan 2015</p> <p>DfE – Keeping Children Safe in Education – Sept 2020</p> <p>GA Professional Behaviour Policy – Sept 2019</p>
-------------------------	---

Review Committee	Teaching and Learning Committee/ Full Governing Body
Approvals	Sept 2020

Role	Signature	Date
Principal	Jonty Archibald	Sept 2020
Chair of Governors	Emma Bradley	Sept 2020

## Contents

1. Introduction .....	3
2. Why is Regular Attendance so Important? .....	3
3. Promoting Regular Attendance and Punctuality .....	3
4. Understanding Types of Attendance .....	3
5. Medical Appointments .....	4
6. Persistent Absentees .....	5
7. Absence Procedure .....	6
8. Attendance Code I: Illness (not medical or dental appointments) .....	6
9. The LB of Hillingdon Participation Team .....	7
10. Punctuality .....	8
11. Key People.....	8
12. Safeguarding .....	8
13. Vulnerable and Missing Students .....	9
Appendix 1: Student Leave of Absence Form .....	10

## 1. Introduction

The Global Academy is a successful Academy and your child plays an important part in contributing to this. We enable and encourage our Globalers to reach for excellence and in order for them to gain the greatest benefit from their education, it is vital they attend the Academy regularly. Our expectation for all Globalers is that they will be in the Academy, on time, every day that we are open to them, unless the reason for absence is unavoidable. The target for all Global Academy students is to achieve **96.5% attendance** and be at Global Academy, at the start of their school day ready to learn. This policy aims to show how we will work together to achieve this.

## 2. Why is Regular Attendance so Important?

Any absence affects the pattern of learning at the Academy and regular absence from the Academy will seriously affect a child's learning. In addition, any Globalers absence disrupts teaching routines and may therefore impact on the learning of others. Ensuring your child regularly attends the Academy is your legal responsibility and allowing your child to miss their education without a good reason creates an offence in law and may result in prosecution.

## 3. Promoting Regular Attendance and Punctuality

Helping to create a pattern of regular attendance is everyone's responsibility – parents, Globalers and staff.

To help focus on improving and maintaining attendance, we will:

- Allow you to access your child's attendance figures via Arbor, our live information system which allows access to parents/ guardians to view information about their child.
- Highlight to you when your child is absent without prior agreement.
- Demonstrate the link of good attendance and punctuality to the world of work.
- Reward good attendance and punctuality.

Excellent Attendance	100 – 97.9% attendance
Good Attendance	97.8 – 95.5% attendance
Below Average Attendance	More than 20 absences a year. 94.4% attendance
Cause For Concern	38 sessions absences in a year. 90 % attendance

## 4. Understanding Types of Attendance

Every half-day absence from the Academy has to be classified by us as either **AUTHORISED** or **UNAUTHORISED**. This is why Key Stage 4 (KS4) and Key Stage 5 (KS5) absence requests for time off should be sent in writing to the Principal via a Student Absence Request Form (Appendix 1).

Acceptable reasons for being absent from school, set by the Department for Education include:

- The student is too ill to leave the house
- The student has a hospital appointment and provides evidence
- The student has toothache, has an emergency appointment and provides evidence
- A day of religious observance by the religious body to which the student's parent/carer belongs
- There is a close family bereavement

Unauthorised absences are those the Academy does not consider reasonable and for which no submitted Student Absence Request Form (Appendix 1) has been authorised. This type of leave can lead to the Local Authority (Participation Team) using sanctions and legal proceedings.

Unacceptable reasons for being absent from the Academy include:

- Keeping a child off unnecessarily
- Lateness to the Academy
- Shopping, looking after other children or birthdays
- Day trips or holidays during term time which has not been agreed
- Excessive illness without medical evidence
- Minor travel disruption
- Truancy before or during the Academy day
- Unexplained absences

Whilst a Globaler may be absent because they are unwell, sometimes they can be reluctant to attend. Support will be offered to try and resolve these types of issues directly with the Global Academy. It is always best to be honest with us with regards to reasons your child may not want to come into the Academy and not to cover things up as this can give the impression that attendance does not matter. For any issues with attendance, you can contact our us via email [attendance@globalacademy.com](mailto:attendance@globalacademy.com) or on 0203 019 9000 option one.

## 5. Medical Appointments

School attendance figures show a continuing increase in the numbers of pupils missing part of the school day due to medical appointments.

Whilst some appointments may have to take place during the school day, e.g. specific scheduled hospital appointments, there are other appointments that could take place outside of school hours and at weekends or in school holidays. If it is not possible to arrange such appointments to take place out of school hours, it is expected that students are only out of school for the actual appointment and are therefore able to attend before and/or after in order to allow minimum disruption to their lessons and attendance.

Where appointments are necessary within school hours, **please ensure your child's absence is reported at least 24 hours beforehand to their Head of Key Stage and is supported with the appropriate documents e.g. an appointment card/letter or show the reception the text message.**

If you are unable to provide these details 24 hours prior to the appointment could you please make sure that:-

- *If your child is arriving late following a medical appointment, a copy of the supporting document is given to the reception or text shown;*
- *If they are leaving school early to attend a medical appointment, similarly a copy of the supporting document is given to reception. Your child will need to have the document signed by their Head of Key Stage before they are allowed to leave the Academy.*
- *If you have booked an emergency appointment and need to take your child out of school on the same day, call in and inform reception so that Head of Key Stage permission can be sought and a message passed to your child. Otherwise, you will need to wait while this process is followed.*

You can also email the Academy at [attendance@globalacademy.com](mailto:attendance@globalacademy.com) to confirm the details of the medical appointment.

All leave of absence is recorded on your child's school record in accordance with national retention guidelines.

## 6. Persistent Absenteeism (PA):

A Globaler will become a 'persistent absentee' when they miss 10% or more of education over an academic year for **whatever reason**. Therefore, **attendance below 90% = persistent absence**. Absence at this level is doing considerable damage to any child's educational prospects and needs to be tackled. Missing school will make your child fall behind in lessons and will impact on their academic progress and achievement.

### Persistent Absentee Example

*Student A's total number of possible sessions of school is 380. Over the course of the year, they miss 38 of these sessions.*

$$(38 \div 380) \times 100 = 10$$

The DfE guidance explains that if a pupil's individual overall absence rate is greater than or equal to 10.0%, they will be classified as a persistent absentee. Therefore, in our worked example above, Student A is classed as a persistent absentee.

**Do not allow your child to become a PA student.** We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards it will be given priority and you will be informed of this. PA Globalers are tracked and monitored carefully by the Vice Principal Behaviour and Safety with regards to lost education.

This table shows how many days missed each half-term will make your child a PA student:

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENT ABSENCE STUDENT?	
<b>Half-term 1</b>	<b>3 ½ days</b> off school from September until October half-term holiday will make your child a PA student.
<b>Half-term 1-2</b>	<b>7 days</b> off school from September until the Christmas holiday will make your child a PA student.
<b>Half term 1-3</b>	<b>10 days</b> of absence from September until February half-term will make your child a PA student.
<b>Half term 1-4</b>	Half-term 1-3 <b>12 ½ days</b> of absence from September until the Easter holidays will make your child a PA student.
<b>Half-term 1-5</b>	<b>15 ½ days</b> of absence from September until May half-term will make your child a PA student.
<b>Half-term 1-6</b>	<b>19 days</b> of absence for the full academic year (September to end of summer term in July) will make your child a PA student.

## 7. Attendance Code I: Illness (not medical or dental appointments)

Parents must notify the Academy before 8.00am on the first day the child is unable to attend due to illness. The Academy should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, the Academy can request parents to provide medical evidence to support illness. Global Academy can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**If a student is a Persistent Absentee (PA with attendance of 90% or below) medical evidence will be requested.**

This is important as medical evidence aids parents/carers not being fined £120 each by the Local Authority and provides support for extenuating circumstances.

The Local Authority states if your child misses 5 days in any 12-week period you could receive a fine or if you take time out of school for leave without the Principal's permission or the leave is longer than agreed.

## 8. Absence Procedure:

If your child is absent you must:

- Contact us before 8.00am on the first day of absence and any subsequent days of absence.
- Send an email and/or provide medical evidence on the first day of return with an explanation, even if you have telephoned.
- Contact can be made via phone, 0203 019 9000 or email: [attendance@globalacademy.com](mailto:attendance@globalacademy.com)

If your child is absent, we will:

- Send an SMS to the first priority contact listed for your child.
- Follow up with telephone calls to obtain and record reasons for absence.

*In order to support us fully, **please ensure that your contact details are up to date and you notify us of any changes** to telephone numbers as soon as possible by emailing [info@globalacademy.com](mailto:info@globalacademy.com)*

Also read the '**Attendance and Punctuality Matter** resource on the Global Academy website.

## **9. The LB of Hillingdon Participation Team:**

Parents and guardians are expected to inform the Global Academy as soon as possible, if there are any issues affecting their education, in order that we can work together to resolve any issues. If difficulties cannot be resolved this way, the Academy may refer the child to a Participation Officer from the Local Authority. They will try to resolve the situation by agreement but, if other ways of trying to improve attendance have failed and unauthorised absence continues, they may issue sanctions such as Penalty Notices for per parent/guardian, per child - currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 444(1) and 444(1A). Parents/ guardians that have previously been issued with Penalty Notices for their children's unauthorised absences in the event of further unauthorised absences may be summonsed to Court, 'If any child of compulsory school age who is a registered pupil at Global Academy fails to attend regularly, his/her parent is guilty of an offence.'

Parents/ guardians are also able to contact the Participation Team themselves to ask for help or guidance. They are independent of Global Academy and will provide impartial advice.

Their number is 01895 250858 and email is: [participationteam@hillingdon.gov.uk](mailto:participationteam@hillingdon.gov.uk)

Website: <https://archive.hillingdon.gov.uk/article/13380/Early-intervention-and-prevention-service>



## 10. Punctuality

Poor punctuality is not acceptable from Globalers. The Global Academy is keen to get our Globalers ready for the world of work and therefore would encourage good timekeeping in the same way it would be expected in a work environment. If your child misses the start of the Academy day or lessons, they will miss classwork or valuable information from their teachers. Late arriving Globalers also disrupt the learning of others.

How we manage punctuality:

- KS4 registration starts promptly at 8.45am and we expect your child to be at the Academy building by 8.30am.
- KS4 registers are completed by 9.00am and if your child is not present, they are considered late.
- At 9.15 am, the register will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be onsite, but this will not count as a present mark and it will mean they have an unauthorised absence. **This may mean that you could face the possibility of a Penalty Notice if the problem persists.**

If your child is persistently late, they will be placed on a Punctuality Report and report to their form tutor on time daily. Parents will be asked to discuss the matter with the form tutor in the first instance to work to resolve this issue. If this does not have a positive impact on punctuality, you will be asked to meet a member of the Pastoral team to resolve the issue. You are also welcome to approach your child's form tutor, KS5 Mentor or Head of Key Stage directly at any time if you are struggling to get your child to the Academy on time.

## 11. Key People

General contact information: 0203 019 9000 option 1. [attendance@globalacademy.com](mailto:attendance@globalacademy.com)

Mandy Lawes, Head of Key Stage 4: [Mandy.Lawes@globalacademy.com](mailto:Mandy.Lawes@globalacademy.com)

Preya Dhanecha, Head of Safeguarding: [Preya.Dhanecha@globalacademy.com](mailto:Preya.Dhanecha@globalacademy.com)

Sophia Martin, Vice Principal, Behaviour and Safety: [Sophia.Martin@globalacademy.com](mailto:Sophia.Martin@globalacademy.com)

## 12. Safeguarding

If **poor punctuality, persistent absenteeism** or **failure to contact** and **work with the Academy** to improve these areas, continues to be a great concern, a referral to Social Services may be done.

### 13. Vulnerable and Missing Students

If a student is missing from the Academy and there has been no contact to confirm why this is the case, this student will be considered **Missing from Education** and the following steps will be taken:

First day contact will be made by phone, text or email. If we cannot make contact, the absence will be recorded as unauthorised. In addition, if there is a Social Worker or another Professional Agency already involved with the student, contact will be made with them on the first day of absence.

- For students that are considered to be vulnerable or at risk, a Social Care referral will be made to the home borough within the first week of absence, where no contact can be made with parents or student.
- In addition to the calls from the Academy, written communication will be sent to parents/ guardians within the first week of absence where no contact can be made with the parents or student.
- If it is felt that the student is at serious risk, the Academy will also inform the Safer Schools Officer.
- Contact via phone, text and/or email will continue for every day of absence.
- Details will be recorded on the Safeguarding platform CPOMs.

### 14. Key Stage Five Attendance and Punctuality

Global Academy takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students. All KS5 courses are intensive and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons, KS5 students also have non-contact periods on their timetables for private study, extended projects and enrichment activities. If KS5 Globalers are granted the privilege of studying at home, we would expect them to be committed to spending their time effectively, but this privilege may be **withdrawn** if a student is not meeting their **work** and **attendance** commitments. In such cases students will be scheduled to work within the Academy.

KS5 Globalers should strive to achieve consistently good attendance as poor attendance will affect academic attainment and work experience opportunities. Students should therefore aim for at least 95% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously.

If a student is going to be absent, they must follow the Absence Procedures set in section 8, before 8.00am. If a student is going to be late to lessons, they are also required to contact the Academy.

Good attendance also plays an important part when applying to higher education establishments, work experience or employment. Global Academy will strive to provide a welcoming, kind environment, whereby each member of the Academy community feels wanted and safe.

## 15. Sixth Form Absences

Acceptable reasons for being absent from the Academy also include:

- **University and Employer Open Days** – students may attend no more than two of these events in an academic year
- **Work experience** – requests for term-time leave for essential work experience will be dealt with on a case-by-case basis. These requests should be submitted at least two weeks in advance. **The students' academic, attendance and punctuality data will be taken into consideration in order to authorise or decline work experience.**
- **Interviews** for courses/employment that will begin after the end of their time in Sixth Form.

Unacceptable reasons for being absent from the Academy also include:

- Students should not miss lessons to attend interviews, shifts and inductions for paid or unpaid part-time work
- Driving lessons
- To mind the house

## 16. Signing In and Out

It is a legal requirement that we know who is in the Academy building at all times. Students must make sure that they sign in each time they are late to school then sign out each time they leave the building throughout the day.

All Global Academy staff will work with students and their families to ensure each student attends Global Academy regularly and punctually. 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 Globalers and parents who give low priority to attendance and punctuality.

To meet these objectives, Global Academy will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support. (Appendix 2)

## Appendix 1: Application for Leave of Absence from School

Students attend school for a maximum of 190 days (380 sessions) each academic year. Full attendance is vital for your child's educational progress. Global Academy expects all parents/carers to ensure that their child attend school regularly. Absences due to holidays taken during term time can seriously impact on a student's academic attainment. Our policy is to only authorise leave of absence in the most exceptional circumstances.

**If the absence is unauthorised, this could result in you being issued with a Penalty Notice fine of £60 per parent per child.**

If you wish to apply for your child to be absent from school during term time, please fully complete this form and return it to the Academy reception or via email [attendance@globalacademy.com](mailto:attendance@globalacademy.com) at least two weeks before the intended departure. Thank you.

### PARENTS SECTION A

<b>Surname of child</b>		<b>First name</b>	
<b>Date of birth</b>		<b>Tutor Group</b>	
<b>Surname of parent/carer</b>		<b>First name of parent/carer</b>	
<b>Address of child</b>			
<b>Postcode</b>		<b>Telephone number</b>	
<b>Students current attendance %</b>			
<b>Reason for absence</b>			
<b>Length of absence applied for (number of school days)</b>		<b>Destination</b>	
<b>Date of departure</b>		<b>Date due back in school</b>	
<b>Emergency telephone contact</b>	<b>Emergency telephone contact abroad</b>		
<b>Parent's/carer's signature</b>			<b>Date:</b>

**SCHOOLS SECTION B**

<b>Is the student a PA with 90% or less attendance?</b>		<b>Yes:</b>	<b>No:</b>
<b>Principal's signature</b>		<b>Date</b>	
Leave of Absence	Approved for	school days	
Not approved for		school days	
<b>Reason for refusing Leave of Absence</b>			

**Please submit sections A & B for authorisation**

## Appendix 2: Roles and Responsibilities

Role	Responsibility
Vice Principal, Behaviour and Safety	<ul style="list-style-type: none"> <li>• Drive whole school attendance strategy</li> <li>• To raise standards of student attendance, attainment, achievement and behaviour for all students</li> <li>• Analyse and monitor attendance data, including transition low attenders.</li> <li>• Ensure regular attendance data is reported to staff, parents, SLT and Governors</li> <li>• Implement rewards and sanctions strategies to drive forward attendance</li> <li>• Develop effective use of Arbor for recoding and analysing attendance information and ensure that effective staff training is in place</li> <li>• Ensure staff are trained to use Arbor attendance panels effectively</li> <li>• Monitor the Service Level Agreement with LB Hillingdon Participation Team</li> <li>• To identify suitable pupils for Personal Support Programmes (PSP) and Early Help Referrals.</li> <li>• To ensure that all members of the Year team are familiar with those pupils being tracked</li> <li>• Oversee Key Stage Five attendance and punctuality matters</li> </ul>
Office Manager	<ul style="list-style-type: none"> <li>• Produce weekly attendance data to share with Year teams and Pastoral team, including whole school, year groups and key groups</li> <li>• Record all absence messages left by parents/carers on Arbor</li> <li>• Engage text message after registration closes. Contact parents/carers of all students with unauthorised absences and inform Pastoral Team</li> <li>• Record the names of students who arrive late of school and record on Arbor register. Email late arrivals to Pastoral Team for late detentions.</li> <li>• Send weekly targeted attendance concern communication to students and parents/carers. e.g. wave letters</li> <li>• Review missing register information</li> <li>• Regularly log attendance and punctuality interventions</li> </ul>
Head of Key Stage	<ul style="list-style-type: none"> <li>• Build links with families to support PA students upon return to school</li> <li>• To lead Year teams in the monitoring and implementation of strategies to improve pupil attendance</li> <li>• To meet with the Pastoral team on a weekly basis to discuss attendance</li> </ul>

	<p>issues and draw up plans of action for individual cases and key groups.</p> <ul style="list-style-type: none"> <li>• Complete Persona Support Programme documentation</li> <li>• To highlight attendance issues at the weekly Year assembly, celebrating successes and encouraging others to follow suit</li> <li>• To organise the rewards for good attendance</li> <li>• Issue and monitor students on a punctuality report</li> <li>• To liaise with Middle Leaders and subject teachers over individual pupil attendance issues</li> <li>• To assist the VP in all elements of the student Attendance Policy</li> <li>• Management of communication to parents/carers developing positive relationships - follow up letters to home when this has been unsuccessful</li> <li>• Regularly log attendance and punctuality interventions</li> </ul>
<p>Designated Safeguarding Leads</p>	<ul style="list-style-type: none"> <li>• Carry out home visits to PA students and families</li> <li>• Regularly report to stakeholders on persistent absentees by whole school and year group</li> <li>• Regularly liaise with LA Participation Officer utilising the Service Level Agreement</li> <li>• Complete Early Help Referrals</li> <li>• Complete Penalty Notice documentation</li> <li>• Record intervention for PA students on CPOMs</li> <li>• To track pupil attendance lesson by lesson, identifying any 'internal' truancies and informing parents of any such incidence</li> <li>• Regularly log attendance and punctuality interventions</li> </ul>
<p>Subject Teachers</p>	<ul style="list-style-type: none"> <li>• To create a positive learning atmosphere in their lessons and encourage pupils to attend well and achieve</li> <li>• To enter accurate information on pupil attendance and punctuality into the Arbor system at the start of lessons and on a lesson by lesson basis</li> <li>• To liaise with Middle Leaders and record during Department meeting over any pupils giving cause for concern over attendance in lessons</li> </ul>
<p>Form Tutors KS5 Mentors</p>	<ul style="list-style-type: none"> <li>• To create a positive learning atmosphere in their lessons and encourage pupils to attend well and achieve</li> <li>• To enter accurate information on pupil attendance and punctuality into the Arbor system on a lesson by lesson basis</li> <li>• To proactively liaise with Head of Key Stage over any pupils giving cause for concern over attendance in lessons</li> </ul>

## Appendix 3: KS4 Attendance Expectations

Stage	Action	Potential Cause	Owner: all actions logged on Arbor
1			
2			
3			
4			
5			
6			
7			
8			
Safeguarding			