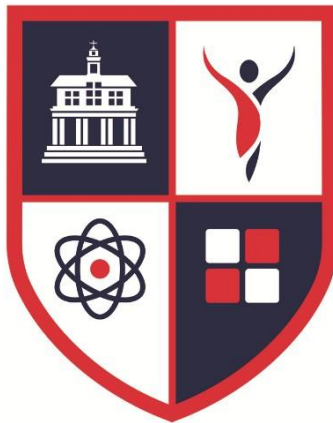




CHILDWALL
SPORTS &
SCIENCE ACADEMY

Attendance Policy



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SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Origination	Authorised by	Policy Date	Review Date
LGR/JCA	Board	Sept 2022	Sept 2023

On time: first time, every time

MISSION STATEMENT

Engage, Enable, Empower

“We engage, with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

The academy will strive to provide a welcoming, caring environment, where each member of the academy community feels wanted and secure. It is the responsibility of all academy staff to work with students and their families to ensure each pupil attends regularly and punctually.

The academy will promote positive behaviour and good attendance by providing a relevant curriculum, the best teaching and well-designed learning materials. All children should be at the academy, on time, every day the academy is open, unless the reason for the absence is unavoidable.

We recognise the statutory requirements regarding students' attendance at Childwall. Regular and punctual attendance is both a legal requirement and essential for students to maximise their educational opportunities.

The law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at the academy, without good reason or the agreement of the academy.

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 students and parents who give low priority to attendance and punctuality.

To meet these objectives Childwall Sports and Science Academy will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support. Our commitment to the importance of attendance is demonstrated through the employment of a dedicated Attendance team.

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WHOLE ACADEMY POLICY FOR ATTENDANCE – AIMS

1. To improve the overall percentage of students' attendance to 95%. To reduce the number of PA Students in each year group & to move the academy out of PA status.
2. To make attendance and punctuality a priority for all the whole academy community.
3. To confirm a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To maximise support, advice and guidance to parents and students.
5. To extend the systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and academy.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Local Authority and with other services and agencies.
9. To recognise the varied needs of each individual pupil when planning reintegration following significant periods of absence.

AIM NO 1

To Improve the Overall Percentage Attendance of Students at the academy

1. Apply Whole Attendance Policy consistently.
2. Ensure that attendance and punctuality maintains a high profile.
3. Relate attendance issues directly to the academy's values, ethos and curriculum.

AIM No 2

To Make Attendance and Punctuality a Priority for All Those Associated with the Academy, including Students, Parents, Teachers and Governors

1. To include attendance statistics on reports to Parents.
2. Produce termly/annual reports to parents/governors.
3. Hold induction evenings for parents/students.
4. To include an Attendance Update in any academy information distribution/bulletin
5. Provide relevant INSET training for staff.
6. Display materials at focal points – tutor rooms etc.
7. Discuss attendance issues in SLT, line management meetings and weekly briefings.
8. Extend award systems, including badges, trophies, certificates, end of year prizes, vouchers, etc.
9. To maintain a high profile attendance notice board that is updated weekly

AIM NO 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make phone/letter contact, using designated academy staff, on first day of absence.
3. Respond swiftly to lateness (in respect of both students through detention system and parents through text/telephone contact).
4. Maintain an effective Attendance Team led by an Attendance Manager.
5. Define clearly the roles and responsibilities within the school staffing structure.
6. To define the expectations the academy has of the Local Authority in regards to supporting the academy with its enhanced attendance responsibilities.
7. To ensure that meetings are held regularly with Pastoral Managers and an Attendance Manager.

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AIM NO 4

To Provide Support, Advice and Guidance to Parents and Students

1. Highlight attendance in:
 - Assemblies
 - Staff available to talk to students
 - Student Voice
 - The 'ROY' system
 - Performance review evenings (Parents Evenings)
 - Tutor Time
2. Set aside area/time for parents to speak to staff.
3. Seek improved communication with parents e.g. when parents ring in.
4. Provide accurate and up-to-date contact information for parents.
5. Involve parents from earliest stage.
6. To provide regular written communication outlining each pupil's attendance situation.

AIM NO 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. Review and evaluate our computerised registration scheme.
2. Standardise recording of:
 - authorised/unauthorised absence
 - educational activity
 - presence
3. Be consistent in the collection and provision of information
4. Decide what information is provided for:
 - governors
 - pastoral staff
 - other academy staff
 - parents
 - students (individual or groups)
 - education welfare service
5. To ensure that the information/data generated is used by stakeholders for target setting and activity designed to improve attendance.
6. Identify developing patterns of irregular attendance and lateness.

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AIM NO 6

To Further Develop Positive and Consistent Communication between Home and the Academy

1. To ensure first day absence contact & review procedures.
2. Make full use of computer-generated letters/electronic communication
3. Promote expectation of absence letters/phone calls from parents.
4. Explore the wide range of opportunities for parental partnerships (see Aim 2).
5. Encourage all parents into the academy.

AIM NO 7

To Enhance a System of Rewards and Sanctions

1. Identify finance for a system of rewards.
2. Develop SIMS system as means of recording excellent punctuality and attendance in line with rewards system for behaviour.
3. Actively promote attendance and associated reward and effective sanctions.
4. Ensure fair and consistent implementation.
5. Involve students in evaluation of rewards system.

AIM NO 8

To Promote Effective Partnerships with the Education Welfare Services and With Other Services and Agencies

1. Designated key staff for liaison with Educational Welfare Service and other agencies.
2. Give priority to timetabled meetings with services and agencies.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist with potential enforcement action.
5. Arrange multi-agency liaison meetings as appropriate.
6. Establish and maintain list of named contacts within the local community eg community police contact officer.
7. Encourage active involvement of other services and agencies in the life of the school.

AIM NO 9

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning students.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan
7. Include appropriate agencies, parents and pupil & other agencies in reintegration plan.
8. Implement individual action plan for reintegration through the Engage/Restore rooms as part of the Continued Support Centre (CSC).

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