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**Attendance Policy**

*Auchenharvie Academy*

*Session 2016-2017*

Attendance Policy

**Introduction**

Good attendance is fundamental to a successful and fulfilling school experience.

Auchenharvie Academy strongly believes that regular attendance at school is essential to ensure uninterrupted progress and to enable all young people to achieve their potential. The attendance pattern for all our pupils is monitored weekly with the school seeking to work actively with parents and carers to ensure a regular pattern is maintained. We expect all our pupils to attend every day, when the school is in session as long as they are fit and healthy enough to do so.

We actively promote 100% attendance for all our pupils and we use a variety of termly and annual rewards to promote good attendance and punctuality.

***Research shows that poor attendance can seriously affect each child’s:***

***· Attainment in school***

***· Relationships with other children and their ability to form lasting friendships***

**· Confidence to attempt new work and to learn alongside others**

All pupils are expected to arrive on time for a prompt start at 8.45 where they will attend registration with their pastoral care teacher until 8.55 before making their way to their timetabled classes.

Pupils who arrive late to school and miss registration are required to sign in at the MI room before making their way to class.

Class teachers complete a register at the beginning of each period. Marking the attendance registers is a legal requirement. Teachers mark pupils present,

absent or late. Pupil attendance is monitored daily and weekly to highlight and take action where the attendance of individual children is causing concern.

**Illness and Medical Appointments**

When a child is unwell, parents/carers should contact the school before 9.15am by telephoning on 01294 605156 on the first day of absence informing the school of the reason for absence. As part of our Safeguarding Procedures, the PTG will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child. This will be supported by Maureen Wallace, Clerical Support.

If parents/carers are unable to contact the school to inform on the pupil’s absence, we require a written note to be handed in to the child’s pastoral teacher explaining the reason for the child’s absence. Pastoral care teachers are responsible to ensure such notes are handed in to justify any absences throughout the year.

Every effort should be made to arrange medical appointments outside school hours.

If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Every absence has to be classified by the school (not by the parents) as either

**AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

**Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent writes a note or telephones the school on 01294 605156 to explain the absence.

**Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without the permission of the Head Teacher.

Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. This includes:

* *Parents keeping children off school unnecessarily.*
* *Truancy during the school day.*
* *Absences that have never been properly explained.*
* *Holidays not agreed*.

For all children, the school monitors absence and lateness and has a stepped approach to taking action. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and consider each case carefully.

**Attendance Procedures and support strategies**

Monitoring attendance is the responsibility of everyone, particularly of the PTs Guidance and SLT.

On the first day of absence contact will be made with home via a text message. This is dealt with by Clerical Staff. If no response the PTG will contact home, this will be supported by Clerical Staff who will do this on PTGs’ behalf. If there is still no response the PTG will liaise with SLT and the Area Inclusion Worker to look at the best way forward.

Each PTG/SLT is provided with weekly attendance statistics. At their House Meetings with their DHT they should decide on the appropriate course of action and indicate on the statistics which attendance letter should be sent out. Letters are prepared by the office and the PT Guidance should organise/request the appropriate meeting. DHT will also monitor attendance of year group. The Local Authority Attendance target is 95% attendance.

**Attendance between 85 & 90%**

If the pupil has brought in a note or if parents/carers have been in touch with the school explaining all the absences, the pupil will be monitored for a period of 4 weeks by the PTG. If their attendance has not improved by the end of the monitoring period Attendance letter 1 will be sent.

If pupils fail to bring a note and parents/carers do not get in touch with the school to explain any absence, attendance letter 1 will be sent immediately.

**Attendance between 80% & 85%**

Attendance letter 2 will be sent. PT Guidance will request a meeting and will inform House DHT. Appropriate support strategies put in place as a result of meeting. Situation is monitored by PT Guidance.

**Attendance between 80% & 75%**

A Pupil Planning Meeting will be taking place to discuss attendance concerns and support strategies chaired by House DHT. This will involve the parent/carer, pupil and any other support staff who can support the pupil and the family. Further support strategies put in place as a result of Planning Meeting. Situation monitored by PT Guidance as well as House DHT.

**Attendance below 75%**

Final attendance letter sent asking parents/carers to attend a further Planning Meeting. This time the Planning Meeting will decide whether or not a referral should be made to Extended Outreach, Children’s Reporter or any other appropriate external agency.

**Please note that there will be circumstances eg bereavement, illness that does require time in hospital, mental health issues when the above is not followed. However this must be fully documented in Pastoral Notes and minuted at House Meetings. This in turn must be shared with school staff.**

**Examples of supporting strategies and Intervention**

* Extra work provided and sent home
* Extra class support / Pupil Support input including one to one support
* Reduced timetable (Time in Pupil Support, late start/early finish)
* Access to PT Guidance and Pupil Support at interval and lunch.
* Area Inclusion Worker – offer various different programmes of support. These include group work and one to one support.
* Home Tuition especially for those pupils who are absent due to ill health.
* Homework clubs which are available in Pupil Support and various departments.
* Time out card – allowing pupils time out of class to sit in a quiet area until they are ready to return to class.
* SLT monitoring/Attendance monitoring cards.
* Extended work experience placements.
* Supporting pupils to achieve a positive destination.
* PT Guidance monitors attendance daily in order to identify any pupils who may be truanting.
* Continuous monitoring by DHT and PT Guidance.
* Wellbeing Assessment and Plan in order to request support from the Inclusion Group.
* Using the Named Person Service to apply for transport, counselling or any other additional support.
* Access to the Educational Psychologist.
* Work in partnership with External agencies to access services such as YPST or mentors.

**REFERENCES**

For additional information please refer to:

* North Ayrshire Council Standard circulars A6 and up to A16

**SCHOOL ATTENDANCE PROCEDURE FLOWCHART**

***ATTENDANCE BETWEEN 85-90%***

***HAS PUPIL BROUGHT A NOTE OR PARENTS/CARERS CONTACTED SCHOOL TO EXPLAIN ABSENCES?***

**YES** **NO**

**PUPIL PLANNING MEETINGS ARRANGED TO DISCUSS CONCERNS AND AGREE ON STRATEGIES AND SUPPOR**

**IF ATTENDANCE CONTINUES NOT TO IMPROVE OR DECREASES**

**ATTENDANCE LETTER 2 ISSUED AND MEETING WITH PARENTS/CARERS ARRANGED**

**PUPIL’S ATTENDANCE TO BE MONITORED BY PT GUIDANCE FOR A 4 WEEK PERIOD.**

**ATTENDANCE LETTER 1 TO BE ISSUED BY PT GUIDANCE**