## Attendance Policy

Our aim is to encourage full attendance at Phoenix Park Academy. We do this by making education enjoyable, interesting and appropriate to every child’s needs. We encourage, praise and reward success.

We also carry out the following procedures to actively encourage good attendance:

**Reporting Student Absences:**

* If a pupil does not attend school, and we have not received an explanation from their parent/guardian, we will contact the parent/guardian on the first day of absence by telephone.
* Daily phone calls will be made to the parents/guardians of an absent pupil by 09:30.
* Should any pupil abscond, a phone call home will be made immediately.
* Office staff will make phone calls, but it is the responsibility of all staff to ensure good attendance.

**The Role of the Attendance Improvement Officer:**

* The Academy employs a full time Attendance Improvement Officer to support students facing barriers to achieving exemplary levels of attendance.
* The Attendance Improvement Officer monitors attendance of all students across all Wellspring provisions.
* If there are concerns because a student is not attending on a regular basis, the Attendance Improvement Officer will make contact with parents and carers and conduct home visits to find ways to improve attendance.

**Attendance Improvement Strategy**

If a student’s attendance falls below a level we deem acceptable, we have a variety of strategies to re-engage students and overcome barriers to attendance. Some examples of these are:

* First day calls
* Services intervention
* Parental Support Advisor intervention
* Bus programme
* Bespoke timetables
* Internal tuition
* Rewards for good attendance or significant progress
* Motivational interventions

**Procedures to Improve Attendance**

We implement a six stage programme to encourage, promote good attendance and punctuality and support parents to ensure their child’s attendance is exemplary.

**Stage 1**

* Work with form tutor – phone calls to ascertain reasons for absence.

*If further interventions are required because there has been no improvement in attendance:*

**Stage 2**

* Home visits by Attendance Improvement Officer. Ways forward to improve attendance will be discussed and agreed.

*If further interventions are required because there has been no improvement in attendance:*

**Stage 3**

* **Meeting 1**– School Attendance Panel.
* This meeting with the school Attendance Improvement Officer will set targets and agree a plan to improve attendance.
* The plan will be put into action and monitored through our systems.
* This will be reviewed after an agreed period of time and successful outcomes will be measured and recorded.

*If further interventions are required because there has been no improvement in attendance:*

**Stage 4**

* **Meeting 2**- Heads of Centre and Attendance Improvement Officer.
* New targets will be set at this meeting.
* The plan will be put into action and monitored through our systems.
* This will be reviewed after an agreed period of time and successful outcomes will be measured and recorded.

*If further interventions are required because there has been no improvement in attendance:*

**Stage 5**

* **Meeting 3** – Executive Staff, School Governors, Heads of Centre, Attendance Improvement Officer.
* This meeting will be a discussion with parents how to avoid prosecution.
* New targets will be set at this meeting.
* The plan will be put into action and monitored through our systems.
* This will be reviewed after an agreed period of time and successful outcomes will be measured and recorded.

*If further interventions are required because there has been no improvement in attendance:*

**Stage 6**

* EWS involvement at prosecution stage.

**Registration:**

* The Academy uses Arbor as an information management system
* Registration is between 9.00am and 9.30am.
* Registers will be closed at 9.30am.
* For morning registration, students are registered in their tutor groups by their form tutor, or if they do not have tutorial/registration time, they are registered by the class teacher of their first lesson. The relevant codes are always applied.
* For afternoon registration, students will be registered by either their form tutor (if they have registration time) or by the class teacher of the first lesson of the afternoon.
* If teaching staff do not have access to Arbor, paper registers will be taken by the relevant teacher, and collected by the staff member who records the attendance on Arbor, who will then promptly complete the electronic registers on Arbor.
* Students who arrive after registers close after 9.30am will be marked as an unauthorised absence using the U code.
* The following codes are used to record types of absence:
* B-Educated off-site
* T-Traveller absence
* 0-Unauthorised absence
* /- Present
* N-No reason given
* H-Agreed family holiday
* G-Family holiday, not agreed
* C-Other authorised circumstances
* I-Illness
* E-Exclusion
* V-Educational trip
* Y-Enforced closure
* R-Religious observance
* #-School closed to pupils
* S-Study leave
* W-Work experience
* P-Sporting activity

Nicholas Leach – Assistant Principal

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