



KS5 Attendance Policy

Over 67,000 students truant from school each day in the UK. According to DCSF research (2009), over 25% of Year 9, 10 and 11 students actively dislike school. They are at risk of dropping out, or if they attend school, of disrupting the learning of others. Only a third of 14 and 15 year olds were found to be 'highly engaged with school and aspired to continue with full-time education to degree level'.

At Isaac Newton Academy we want every student to attend school every day and to enjoy the Sixth Form experience.

Regular attendance is a crucial factor in students' educational development and ability to achieve their full potential. Much of the work persistent absentees miss when they are off school is never made up, leaving these students at a considerable disadvantage for the remainder of their Sixth Form course. There is also clear evidence of a link between poor attendance at school and low levels of achievement.

Not only does irregular attendance lead to educational disadvantage and underachievement, it also places students at risk.

Every student at Isaac Newton Academy is set a target of 100% attendance. Absence of 5% or more is considered unsatisfactory. It is the equivalent to a day's absence every four weeks over the course of an academic year.

At Isaac Newton Academy we work in partnership with parents/carers and students to ensure outstanding attendance. It is the parents/carers' responsibility in law to ensure their child attends the Academy regularly and remains on site for the duration of the academy day. Effective systems and procedures ensure regular attendance and high levels of punctuality. We closely monitor the attendance and punctuality of individuals and groups and intervene promptly when any issues arise. Our interventions include first day calling, home visits when a parent fails to notify the school of an absence or when the reason given for an absence appears suspect, and return to school interviews with students and parents following an absence of five or more days.

Students at risk are supported to achieve regular attendance through an escalating range of interventions, including being placed on daily attendance report, meetings with parents/carers, the use of parental contracts or a required use of the the SFSC after school for a prescribed period of time in consultation between the Pastoral Leader and parents/carers . Persistent absenteeism will place students at risk of losing their place in the Isaac Newton Academy Sixth Form; therefore we support parents/carers with non-attendance and take seriously the issues which may lead to it. We take a proactive approach to protecting our female students from FGM through the robust attendance routines and interventions outlined above.

Responsibilities of Students

Students are expected to:

- attend the Academy every day it is in session to meet their target of 100% attendance
- arrive to school on time, arriving by 8.20am each day
- arrive punctually to lessons
- sign in and out electronically when leaving the site for lunch time
- Catch up on missed learning from an authorised absence for a super curricular experience or university taster day

Responsibilities of Parents/Carers:

Parents/Carers are expected to:

- ensure that their child attends the academy every day and support them in meeting their target of 100% attendance
- limit their child's absences to cases of genuine illness
- book holidays outside of term time. No student will be permitted to take a holiday during term time.
- make appointments for medical appointments outside of Academy hours
- contact the school by telephone, by 8.15 a.m. on each and every day of absence
- provide a medical evidence or prescription for an absence relating to an illness
- attend a return to school meeting with the Sixth Form Pastoral Leader after an absence of 5 days.

Any student absences are authorised at the discretion of the Principal.

Should a circumstance arise where a parent/carer believes it is imperative that their child needs to be taken out of school they must complete a Student Leave of Absence form and request permission from the Principal in person by making an appointment to meet with her to enable her to consider their request. Where the decision is taken to refuse permission, and should the parent ignore this, the absence will remain unauthorised.

Responsibilities of Form Tutors

Form tutors are expected to:

- take the register during the first five minutes of morning and afternoon registration
- maintain an accurate register
- monitor the attendance and punctuality of their form class constantly and carefully
- contact parents/carers whenever there is any doubt about or concern regarding a student's absence and inform the Sixth Form Pastoral Leader
- mark the correct code for absence against the student's name

Responsibilities of Subject Teachers

Subject teachers are expected to:

- take the register within the first five minutes of each lesson
- follow up with appropriate consequences any late arrivals to lessons

- support students in getting up to date with learning missed due to absence
- provide appropriate independent learning for any student who has a long term absence, coordinated by the Sixth Form PL

Responsibilities of the Admin Team member i/c attendance

The admin Team member i/c attendance is expected to:

- To undertake first day absence calling in a timely fashion Do we need to do this now?
- To ensure that the correct attendance mark is put into the register and to proactively review and amend attendance marks as necessary, ensuring that no invalid codes are used
- To call parents back and challenge any suspicious or inappropriate reasons for absence and to inform the Sixth Form Pastoral Leader of any issues

Responsibilities of the SLT i/c Sixth Form

- Feedback on attendance issues to the Principal via line management meeting

Responsibilities of the Pastoral Leader

To

- respond on a daily basis to absences causing concern
- investigate the underlying causes of students with poor attendance in
- put strategies in place for students whose attendance is a cause for concern
- coordinate independent learning for any student who has a long term absence
- lead assemblies on the importance of excellent attendance and punctuality
- Send letters home and/or arrange meetings with parents/carers of students whose attendance falls below 95%
- monitor attendance patterns across each year group and produce data for discussion with form tutors and Vice Principal (with AR)

Responsibilities of Tutors

To

- speak to every student on return to school and welcome them back
- consider the attendance data for his/her tutor group and talk to individual students about the importance of regular attendance and punctuality
- attend meetings with parents/carers/PL/ as advised by the PL

Responsibilities of the Designated Safeguarding Lead

The DSL is expected to:

- Ensure that staff are given CPD regarding CSE and FGM to enable them to be vigilant for signs of absence related to FGM & CSE

Appendices

- Appendix 1 Absence Codes
- Appendix 2 EWO Service Level Agreement
- Appendix 3 Student Leave of Absence form

Reviewed June 2018