

Attendance Strategy

2017

This Attendance Strategy will set out NLA's commitment to improving school attendance and punctuality at all phases of learning.

Aims

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the academy attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, students and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of students and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

The development and implementation of this strategy is intended to ensure that all teaching and learning support staff employed by the Academy are carrying out appropriate measures that will safeguard children and promote their welfare. Regular attendance at the Academy is a legal requirement, establishes good habits which will be valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for the Academy.

To improve and maintain the regular attendance of all students the Leadership Team will:-

- Collect and analyse attendance data termly in order to identify trends and to allocate resources effectively.
- Support Attendance through system leadership to devise and implement their own strategies to improve attendance.
- Form an Academy reward incentive policy for NLA.
- Form effective communication across the academy.
- Share new guidance/legislation across the Academy.
- Represent the Academy at formal attendance meetings if required.
- Support Implementation of legal action against parents/carers at court as required.

North Liverpool Academy will:-

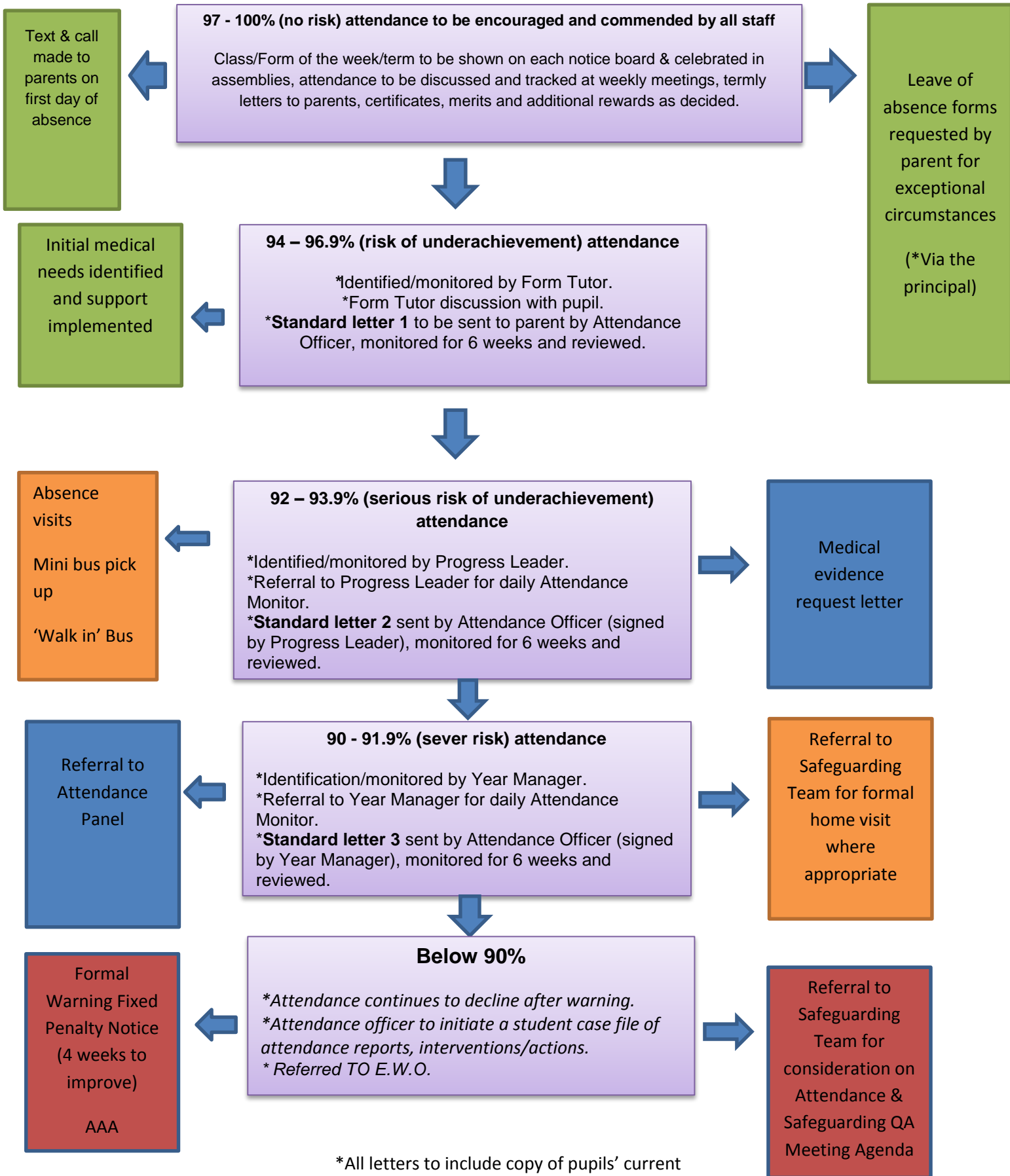
- Identify a designated member of the Leadership Team to take responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual students.
- Implement efficient systems of registration which encourage children and parents/carers to account promptly for any absences.
- Ensure absences are only authorised where the academy are satisfied that the absence was genuine.

- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the Academy.
- Highlight important dates such as examinations in newsletters, letters home etc.
- Explain to students how poor attendance can impact on attainment.
- Monitor how the curriculum and ethos of the Academy impact on school attendance.
- Implement correct policy for children who are educated other than at the academy.
- Holidays in term time will only be authorised for exceptional circumstances – applications to the Principal.
- Analyse attendance data, looking for emerging patterns of non-attendance, compare to city and national comparators.
- Ensure relevant attendance information is shared effectively with parents, students, staff, local authority and outside agencies where appropriate. The Attendance Team will lead this via data exchanges, governor reports and letters home.
- Put in place monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified early.
- Use a graduated approach to respond to the attendance data weekly (see flowchart).

Triggers – 97%, 94%, 92% below 90%

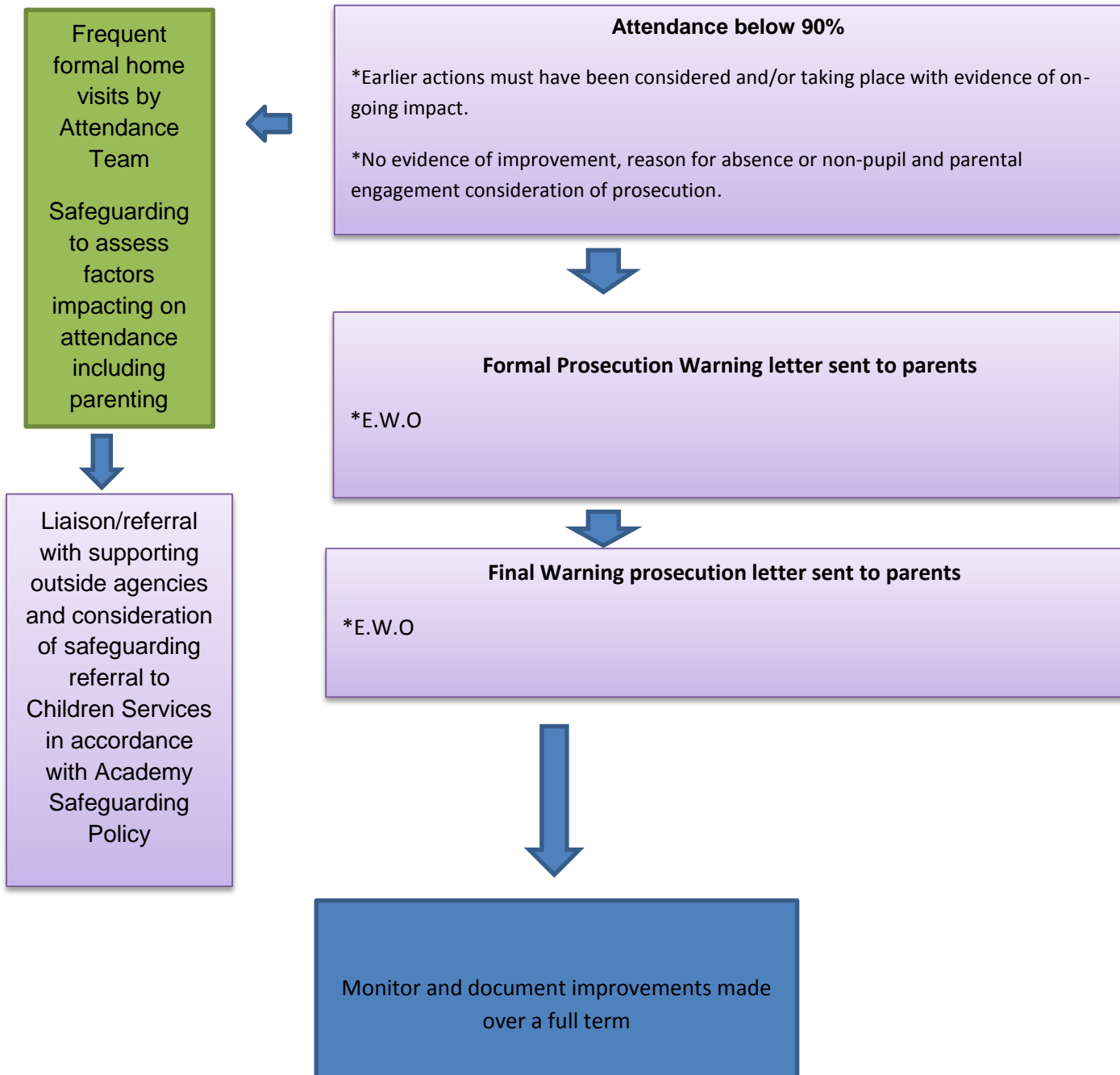
- Daily monitoring - First Day Call Procedures
 - Weekly tracking reports to relevant staff
 - Home visits
 - 'Walk in' Bus and/or mini bus pick ups
 - 'Target XX' in each year group – Intensive mentoring
 - Scheduled attendance panels through the year – measurable targets set and support provided.
 - Acceptable attendance agreements (AAA)
 - Links with safeguarding team inc. Early Help Assessment
 - Fixed penalty fines/legal action
- Provide support through the academy's own Inclusion systems, including appropriate contact with parents/carers.
 - Arrange attendance panels, involving leadership to address attendance issues.
 - Operate first day absence procedures to ensure that parents are aware when their child is not in school.
 - Use of text service for attendance and unctuality and notification of DTs.
 - Monitoring the attendance of students who are placed on alternative provision.
 - Report any children missing from education to the local authority.
 - Report to the local authority if they take a student from roll.

Attendance Intervention Flowchart



*All letters to include copy of pupils' current attendance certificate

Persistent Absence



***All actions/strategies taken in supporting improved attendance are in accordance with Local Authority and legal guidelines.**

***Parents may be contacted via phone at any time to discuss attendance concerns and support offered, actions are taken after careful consideration of the individual circumstances.**

Each intervention at every stage is monitored by the attendance officers each half term between weeks 2-6 therefore parents should expect letters/interventions to occur every half term. The senior leadership team will monitor the impact of the interventions and overall policy.

Implementing the Attendance Strategy

Systems to be in place

- Strategic lead for Attendance (ELT).
- Is the structure sufficiently clear – who is accountable at which points?
 - ELT Attendance lead to hold Inclusion staff to account.
 - Inclusion staff holding Form Tutors to account.
 - Principal holding SLT to account.
- Structure to allow for weekly accountability meetings where attendance declines and associated actions are monitored.
- Line management meetings between SLT Attendance Lead holding the Attendance Officer to account for the completion of attendance data on the MIS and accurate coding.
- Missing marks and unauthorised absence must be chased weekly and ensure coding is correct.
- Attendance to have weekly links with Inclusion/Safeguarding team. Ideally, incorporated within the same line management structure.

Preparation

- Attendance Trackers in place using SIMS or equivalent. Reports will need to be generated weekly and attendance carefully monitored daily. Every student must be tracked by percentage and by the colour zone.
- The Attendance Pyramid provides a visual display for students and informs them of their attendance percentages and the potential impact on their learning. This enables students to take responsibility for their own attendance and they should be rewarded accordingly for reaching targets.
- Establish systems to acknowledge good attendance, improvements and rewards. This may also link to a year system. There must be weekly rewards as well as long term goals. Ideally, the student voice should be part of this process.
- Training for Form Tutors, Progress Leaders and Inclusion team regarding systems.
- Re-launch strategy to all staff in a training/briefing. This must include the reminder of accurate registers.
- Re-launch strategy to parents via letter and website. Parents and students will track the attendance by colour.
- Re-launch Strategy to students in assemblies.
- Attendance Pyramid poster visible in every room and relevant display boards.
- Establish dates in the calendar for Attendance Panels. They must take place every term and be reviewed. All paperwork must be completed for this process.

Tracking Attendance Data

- Accurate registers – It is vital that all registers are completed and are accurate. SLT must monitor this and follow a formal procedure for staff that do not comply with this legal requirement.
- First day absence calls must be completed and use of a text alert service.
- Attendance teams must be aware of all vulnerable students and ensure the safeguarding team/DSL are always updated of student absence.
- Attendance data – respond with interventions weekly. Track impact and reward success.

- Mini Bus pick-ups and/or 'Walk in Bus' for students at risk of persistence absence.
- Form Tutors, Year Managers and Progress Leaders must receive attendance reports on a weekly basis.
- Year Managers must receive weekly reports and monitor attendance for their year group. (linked to Graduated Approach Chart)
- ELT attendance strategic lead to feedback to SLT weekly on attendance.
- NST data collection every eight weeks.

Attendance Percentage	Key Worker	Responses	Rewards	Daily Actions	Weekly Actions	Termly Actions	Overall
100% - 97%	Form Tutors	<ul style="list-style-type: none"> Tutors celebrate during tutor time Tutor rewards given (merits, postcards etc.) Tutor Tracker to monitor, celebrate improvement in pupils attendance or address pupils whose attendance is at risk of falling below 97% Inclusion Team & Progress Leaders celebratory phone calls & letters. Eligible for weekly & termly reward. 	<ul style="list-style-type: none"> Praise Postcards Weekly Merits Weekly Reward Termly Certificates Termly Reward 	INCLUSION TEAM Mini bus pick up "At risk" (CP, LAC, SEN) priority phone calls Other relevant professionals informed of "at risk" pupils	FORM TUTORS Attendance focus day during registration	Form & year group certificates, 100% attendance & punctuality certificates & merits 100% attendance parent reward Form reward Attendance panel meetings Attendance monitors	SLT, Director of Inclusion & Principal SLT Link discussion with Year Manager if daily Attendance below 95% SLT Weekly meeting if attendance below 94% attendance Principal Weekly meeting if attendance below 93% SLT to support Attendance Panels
94% - 96.9%	Form Tutors & Progress Leaders	<ul style="list-style-type: none"> Tutor Tracker to monitor, celebrate improvement in pupils attendance or address pupils whose attendance is at risk of falling below 94% via mentoring conversation Progress Leaders & Inclusion Team parental contact; letters and phone calls Attendance Team contact parents of pupils who's attendance is at risk of falling below 94% (standard letter 1) 	<ul style="list-style-type: none"> Praise postcard for improving Merits for improving 		PROGRESS LEADERS Attendance focus in assemblies		
92% - 93.9%	Progress Leaders	<ul style="list-style-type: none"> Progress Leader Tracker to monitor, celebrate improvement in pupils attendance or address pupils whose attendance is at risk of falling below 92% Progress Leaders & Inclusion Team parental Contact; letters and phone calls Attendance Team Home Visits Walk in Bus, Mini Bus pick ups Attendance Team/Progress Leader contact parents of pupils who's attendance is at risk of falling below 92% (standard letter 2) Progress Leaders & Inclusion Team Referral for Attendance Panel for those at risk of falling below 92% Attendance Team medical evidence request Progress Leaders daily Attendance Monitors 	<ul style="list-style-type: none"> Praise postcard for improving Merits for improving 		INCLUSION TEAM 3 lates DT Attendance & safeguarding QA Meeting		
90 - 91.9%	Year Managers, Attendance Officers & Safeguarding	<ul style="list-style-type: none"> Year Manager Tracker to monitor, celebrate improvement in pupils attendance or address pupils whose attendance is at risk of falling below 90% Inclusion Team & Progress Leaders parental Contact; letters and phone calls Attendance Team Home Visits Walk in Bus, Mini Bus pick ups Attendance Team/Year Manager contact parents of pupils who's attendance is at risk of falling below 92% (standard letter 3) Attendance Team Home Visits Safeguarding Home Visits where appropriate Inclusion Team parental Contact; letters and phone calls Inclusion & Progress Team Attendance Panel Meeting Inclusion Team Parental warning re: potential for prosecution Year Managers & Attendance Officers daily Attendance Monitors 	<ul style="list-style-type: none"> Praise postcard for improving Merits for improving 	ATTENDANCE TEAM Mini bus pick up First day text & phone calls (inc. lates) Register chase up Pupils educated off site attendance checked & recorded amendments Daily percentage sent to SLT, ELT, YMs, PLs, etc Late DTs 2 nd day absence home visits	ATTENDANCE TEAM Form & year group certificates Attendance notice boards populated Standard letters 1, 2 & 3 Parent notification of 3 lates DT E.W.O referrals 3 lates DT Attendance & safeguarding QA Meeting Form & year spread sheet sent to all staff Meet SLT if weekly Attendance falls below 94% Meet Principal if weekly attendance falls below 93%		
90% Below	SLT/ELT, Attendance Team, Safeguarding & EWO	<ul style="list-style-type: none"> SLT/ELT, D.O.I & Inclusion Manager Tracker to monitor, celebrate improvement in pupils attendance or address pupils whose attendance is declining Inclusion Team & Progress Leaders parental Contact; letters and phone calls Inclusion & Progress Team Attendance Panel for those students who can get out of PA Inclusion Team Referral for AAA Inclusion & Attendance Team Safeguarding & Attendance QA Meeting agenda EWO & Attendance Team Home Visits Attendance Team prepare student case file EWO FPN Warning EWO Preparation for Prosecution EWO Parental warning re: potential for prosecution EWO Prosecution 	<ul style="list-style-type: none"> Praise postcard for improving Merits for improving 				

Attendance Pyramid

97 - 100%

No Risk

94 - 96.9%

Risk of underachievement

92 - 93.9%

Serious risk of underachievement

90 - 91.9%

Severe risk

< 90%

