



## **Attendance Policy**

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## **INTRODUCTION**

The Axis Academy is passionate about achieving the best possible outcomes for our students. We will always endeavour to work in partnership with parents and carers. Our open door policy and various lines of communication ensure parents/carers have immediate access to the support and advice they need to ensure their child is attending school regularly. Regular attendance promotes achievement and progress. Regular attendance also supports safeguarding and reduces risk.

As a Mental Health specialist school we understand that there will be times that students do not feel emotionally or mentally able to attend school, in these circumstances The Axis Academy will support parents and students. The Axis Academy will work alongside parents/carers, students and other agencies to ensure that all students have access to the right support. We will aim to put strategies in place to ensure students feel able to attend school and recognise it as a safe space. Staff at The Axis Academy will encourage regular attendance and ensure that learning and progress can successfully take place.

## **EXPECTATIONS**

The Axis Academy expects students to:

- Attend school regularly
- Arrive on time, appropriately dressed (See Home – School Agreement) and prepared for the day
- Arrive to lessons on time
- To conduct themselves appropriately
- Respect themselves, each other and all adults, aswell as the school environment.

The Axis Academy expects parents/carers to:

- Encourage their children to attend school
- Contact the office immediately if their child cannot attend school
- Send a note, medical card etc. to the school on return from sickness or absence
- Contact the school immediately if they become aware that their child is reluctant to attend school

Students and parents/carers can expect The Axis Academy to:

- Ensure that there is regular, efficient and accurate recording of attendance and time keeping as a statutory and legal requirement
- Contact home on first day of non-attendance
- Establish early contact with the home when a pattern of lateness emerges
- Act immediately on any problem notified to us
- Maintain confidentiality
- Provide positive measures to encourage good attendance
- Provide support for Students - to ensure a broad and balanced curriculum which supports personal, social, emotional, acedemic and moral development
- Provide a welcoming, safe and nurturing environment in which each student valued and supported
- Build and maintain effective partnerships between the school and its parent/carer body, external support agencies and the wider community

## HOW WILL THE AXIS ACADEMY DEAL WITH ABSENTEEISM?

The Axis Academy uses a computerised registration system to monitor students' attendance. The Axis Academy will identify students whose attendance is a cause for concern. These students will be targeted to receive additional support from the school and/or relevant external agencies. The following chart shows how The Axis Academy will respond to absence;

### FIRST DAY CONTACT

Admin staff to contact home on a daily basis to ascertain reason for absence

### SECOND DAY OF ABSENCE

If the Parent/Carer has contacted the school, the Form tutor will contact parent/carers to ensure welfare and offer support at the end of the 2<sup>nd</sup> day of absence. If no contact has been made a member of the Pastoral team to conduct a home visit

### THREE DAY CONTINUED ABSENCE

Member of the pastoral team will conduct a Home Visit.

### FIVE DAY CONTINUED ABSENCE

Pastoral Lead to carry out a home visit or call to offer support for parent and child to expedite return to school.

### CONTINUED ABSENCE/ 95% ATTENDANCE

STAGE 1: Parents/carers will be sent a letter to inform them that their child's attendance has dropped below 95%. An Attendance support plan to be implemented and agreed by the team around the student. Student to be discussed weekly at WISPAS Panel

### CONTINUED ABSENCE/90% ATTENDANCE

STAGE 2: Parents/carers invited by Letter to Attendance Panel Meeting to be arranged with Pastoral Lead, SENDCO/Form Tutors/Deputy Head

### CONTINUED ABSENCE/85% ATTENDANCE

STAGE 3: Parents/carers invited by Letter to Attendance Panel Meeting to be arranged with Pastoral Lead, SENDCO/Deputy Head and SEN Keyworker

**ATTENDANCE PLAN TO BE MONITORED AND REVIEWED WITH PARENTS**

Support strategies to be offered to parents where appropriate. Support from outside agencies accessed where appropriate

**COMPLEX NEEDS /PARTNERSHIP PLUS**

Early Help Assessment to be offered, if not already in place.

Multi-Agency meeting to be held every 6 – 12 weeks, regular attendance monitoring meetings to be held in

*Contract failure, disguised compliance or Early Help refusal and continued absence*

**Fixed Penalty Notice**

*Contract failure, disguised compliance or Early Help refusal and continued absence*

**FPN Unpaid  
Prosecution**

**Parental Student Engagement  
=  
Educational Supervision Order**

**Lack of engagement  
Prosecution and if needs continue to be multiple and complex referral by DSL to CHECS.**

**Attendance Reviews**

Attendance will be reviewed by WISAPS Panel regularly and letters will be sent to parent/carer at various trigger points. If a child's attendance drops below 95%, 90% and 85%. If a child's attendance drops below 85% parents/carers will be asked to attend a meeting in school and the Local Authority will be informed.

**Extenuating Circumstances**

If there are extenuating circumstances resulting in absence and families are engaging with the school and external agencies families will **NOT** be fined and the case will not progress to FPN or following stages. Progression through each stage will be monitored, assessed and evaluated on a case by case basis and will be at the discretion of the Headteacher.

## **FURTHER INFORMATION**

### **The Anti-Social Behaviour Act 2003**

Section 23 of the Act gives powers to the local authority to issue Penalty Notices where a parent/carer is failing to ensure their child's attendance at school.

### **What is a Fixed Penalty Notice?**

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court to secure an improvement in a student's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

### **What Are the Costs?**

Payment within 28 days of receipt of a Notice is £60 and £120 if paid after this but within 21 days.

### **How Are They Issued?**

By post to the home address or delivered by a member of staff from the Cheshire East Children's' Services Team.

For more information go to [www.cheshireeast.gov.uk/schools/school-attendance/school\\_attendance.aspx](http://www.cheshireeast.gov.uk/schools/school-attendance/school_attendance.aspx)

### **PUNCTUALITY AND LATENESS**

School starts at 8:30 students are expected to be in Form for this time, school opens its doors from 8:15am and students will be provided with breakfast on arrival. Students must attend school on time for morning registration. After this time the register will be closed.

After 9:00 a late book will be completed at the school office. Students who arrive after this time will have to provide a reason for lateness and will receive a late mark in the register. Parents/carers will be notified if a recurring pattern of lateness develops. If lateness persists, further action will be taken and parents/carers invited in for a meeting to discuss the reason for the lateness. Procedures to be followed in the case of persistent lateness may involve external agencies.

As the majority of students will be transported to school by taxi, lateness caused by a taxi company will not result in the student receiving a late mark. Any issues of this kind will be resolved between school and the transport company.

### **INTERNAL TRUANCY**

All students are expected to have a mark in the register for AM and PM sessions and be present for the duration of the lessons unless they are absent or have other authorised circumstances i.e. a meeting, counselling, mentoring or a medical or dental appointment. Due to the nature of our school we understand that there may be reasons, due to their health that students cannot manage a full timetable, this, again will be assessed, evaluated and monitored by staff and SLT to ensure that students needs are fully met and taken into consideration. Any amendments to timetables or the school day will be at the discretion of the Headteacher or Deputy Headteacher.

Internal and external truancy will be monitored daily by The Axis Academy staff. Where appropriate, concerns are to be raised by class teachers in the first instance for further action.

Letters will be sent to the parents/cares of persistent truants along with lesson registers. Meetings will also be organised with the student to discuss their attendance to lessons with our Pastoral Lead or their key workers.

If truancy continues, parents/carers will be invited in for a meeting. Depending on the outcome of meetings, an action plan will be drawn up and appropriate strategies implemented to support the student. This may include interventions, time out provisions or revision of timetable.



### **POSITIVE MEASURES TO IMPROVE GOOD ATTENDANCE**

The Axis Academy will seek to encourage good attendance and punctuality with the student through regular updates, celebration, keywork and assemblies. Good attendance will be seen as an achievement in its own right and recognised as such with rewards such as certificates and prizes.

Students will be rewarded with certificates termly and annually for achieving 100% attendance. There will be a display of students who achieve 100% attendance for a half term. The Axis Academy uses a points based system as one of the methods used to reward students. Students who achieve high levels of attendance will be awarded through the points system in the form of rewards

### **ATTENDANCE AND PUNCTUALITY INTERVENTIONS**

The Axis Academy will use a variety of interventions to address issues of attendance and punctuality. The Academy will work both independently and with Cheshire East Local Authority in establishing the correct intervention to be applied. Interventions will include:

- Various academic and emotional wellbeing and mental health interventions in house
- Support from outside agencies, such as CAMHS, Youth Service and NHS
- Pastoral Support
- Parental Support
- Early Help Assessments and action plans
- Fixed Penalty Notices
- Engagement of the Cheshire East Education Welfare Service

## **ROLES AND RESPONSIBILITIES**

### **All Staff**

- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity for the Pastoral team to follow up
- Remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the Pastoral Lead, Deputy Headteacher or Headteacher.

### **School Office Member**

- Ensure that am and pm registers are completed
- Initial point of contact to parents/carers
- Ensure that truancy calls are completed by the School Office daily to parents/carers of non-attendees
- Ensure that the attendance registers are up to date and being completed correctly and on time in cooperation with teaching staff
- Will inform The Axis Academy staff of reason for non-attendance, if any, via register note and/or email
- Update registers where necessary
- Ensure that the late book is completed
- Maintain regular contact with Cheshire East Services to discuss registers, arrange meetings and make referrals
- Support Form Tutors with the monitoring of attendance, punctuality and truancy
- Ensure that periods of non-attendance are shared with relevant staff members
- Communicate regularly with parents/cares of non-attendees and follow up concerns of staff
- Monitor the attendance of offsite provisions and ensure that registers are received

### **Pastoral Lead**

- Take a strategic lead on raising levels of attendance
- Be responsible for overseeing all issues regarding attendance and will meet regularly with the Cheshire East Services (SEN Team) to review and implement strategies for raising attendance
- Authorise absences and referrals where appropriate
- Communicate regularly with The Axis Academy staff and the Senior Leadership Team regarding all issues of attendance and punctuality

- Prepare formal reports for the Headteacher and The Axis Academy Board of Associates as and when required to be presented at Full Board meetings and Sub-Committee meetings
- Will oversee a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Will attend meetings with parents/carers and students
- Work with young people and their families who are referred for attendance reasons to identify strategies and support systems to ensure reintegration and improved attendance
- Work alongside and support other key staff to implement targeted support strategies to address issues of non-attendance and truancy
- Complete home visits to students and their families to ascertain reasons for poor/non attendance
- To work alongside other key professionals in order to support improved and regular attendance.
- To maintain and monitor Student Profile, documenting trends in absenteeism, lateness or truancy

### **Pastoral Support Officer**

- Will oversee a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Will attend meetings with parents/carers and students
- Work with young people and their families who are referred for attendance reasons to identify strategies and support systems to ensure reintegration and improved attendance
- Work alongside and support other key staff to implement targeted support strategies to address issues of non-attendance and truancy
- Complete home visits to students and their families to ascertain reasons for poor/non attendance
- To work alongside other key professionals in order to support improved and regular attendance.
- To maintain and monitor Student Profile, documenting trends in absenteeism, lateness or truancy
- Work with Form Tutors to address issues of non-attendance and truancy to draw up action plans and implement appropriate strategies to support the students and improve attendance and/or punctuality
- Coordinate and implement of any reward scheme that is linked to attendance and punctuality
- Work with Form Tutors to implement targeted support strategies to address issues of non-attendance and truancy

### **Form Tutors**

- Will provide a service which enhances existing provision in order to support learning, participation and encourage social inclusion

- Share any noted trends in absenteeism, lateness or truancy and report to the Pastoral Lead.
- Will attend meetings with parents/carers where necessary
- Will contact parents/carers on the 2<sup>nd</sup> day of absence or when advised by Pastoral Lead to offer support and ensure welfare
- Will conduct weekly welfare calls these will take place every Friday even if a home visit has been conducted.
- Work with students and their families who are referred for attendance reasons
- Work alongside other key staff to implement targeted support strategies to address issues of non-attendance and truancy

**Family Support Services, Cheshire East Services and Education Welfare Officers (EWOs)**

- Work with The Axis Academy at a strategic level to increase attendance and action plan for individuals
- Attend meetings and reviews with parents regarding attendance and will liaise with parents/carers of young people referred to the relevant service
- Attend meetings e.g. Group meetings with Educational Psychologists or CAMHS, Annual Reviews, Interim Reviews, Early Help Meetings, Professional/Group Supervision Meetings, PEP meetings.

*Leave in Exceptional Circumstances is at the discretion of the Headteacher, and will be considered on a case by case basis. Any parent/carer taking their child out of the school during term, for any reason, without the permission of the Headteacher will result in an unauthorised absence and possible referral to the Localities Services.*

**APPENDICES****Letter of commendation**

The Axis Academy

Crewe

08 January 2020

Dear Parent /Carer,

This letter is to inform you of how pleased The Axis Academy staff team are with \_\_\_\_\_ current levels of attendance.

At present \_\_\_\_\_ attendance is excellent and is 100%. This is having a positive effect on learning and is increasing \_\_\_\_\_ chances of reaching his/her full potential.

May I take this opportunity to ask you to continue encouraging \_\_\_\_\_ to access the support offered at The Axis Academy. I hope that \_\_\_\_\_ will continue to achieve high levels of attendance during the coming term.

The Axis Academy aims to give \_\_\_\_\_ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of \_\_\_\_\_ succeeding.

Yours sincerely,

**Attendance Concerns 1**

The Axis Academy,

Crewe

8<sup>th</sup> January 2020

**Attendance Concerns 1**

Dear Parent /Carer,

I am writing to inform you that \_\_\_\_\_ attendance has now fallen below 90% and is beginning to present a concern to us. Students not arriving in school on time can also affect attendance figures. I would therefore advise you that I will be closely monitoring and documenting \_\_\_\_\_ attendance and punctuality from now on.

May I take this opportunity to remind you that it is extremely important that you ensure your child attends school regularly and punctually and this is your legal responsibility.

You should inform the school every time that your child is not in school on the above number and leave a message.

Please ensure that \_\_\_\_\_ is in school by 8:30am and attends regularly. Should it be necessary for \_\_\_\_\_ to be away from school, please ensure you telephone The Axis Academy before 8:30am to advise of the reason for absence.

Should you require any support or need any further information, please do not hesitate to contact me or consult The Axis Academy Attendance Policy.

Yours sincerely,

## **Attendance Concerns 2**

The Axis Academy,

Crewe

8<sup>th</sup> January 2020

Dear Parent /Carer,

Further to our conversation today regarding \_\_\_\_\_ attendance. I would like to confirm that I have met with \_\_\_\_\_ to discuss how this can be improved.

Please be aware that should \_\_\_\_\_ attendance continue to be a concern, we will have no option but to call you into school for a formal meeting to discuss how improvements can be made.

Yours sincerely,

### **Attendance Concerns 3**

Dear Parent/Carer,

I am writing to bring to your attention \_\_\_\_\_ attendance figure, which is currently at XX %. This is presenting a serious concern to the school and could lead to external agencies being involved and possible court action.

I have made an appointment time for you to come into school on \_\_\_\_\_insert date and time). At the meeting we will discuss how to make improvements and other options available.

I look forward to meeting with you.

Yours sincerely,



**Attendance Concerns Meeting 1**

The Axis Academy

Crewe

8<sup>th</sup> January 2020

Dear Parent /Carer,

This is to inform you that we have concerns about \_\_\_\_\_ attendance, as since returning to school \_\_\_\_\_ attendance to school has fallen to XX%. Despite numerous attempts we have not been unable to contact you to ascertain the reason for \_\_\_\_\_ absences.

I would like to arrange a meeting to discuss these attendance issues. A provisional date has been set for \_\_\_\_\_(insert date and time). This meeting will take place at The Axis Academy. Please contact The Axis Academy to either cancel or confirm.

If you have any queries about this please do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

**Attendance Concerns Meeting 2**

The Axis Academy

Crewe

Dear Parent /Carer,

I am writing to inform you that we have concerns about \_\_\_\_\_ attendance, as since returning to school in September your child's attendance to school has fallen XX%.

Despite numerous attempts we have been unable to contact, or meet with you to ascertain the reason for these absences.

As there has been no improvement in \_\_\_\_\_ attendance I would like to arrange to discuss these attendance issues. The meeting will take place at The Axis Academy and a provisional date has been set for \_\_\_\_\_(Insert date and time). Please contact The Axis Academy to either cancel or confirm.

If you have any queries do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

**Persistent non-attendance (internal truancy)**

The Axis Academy

Crewe

Dear Parent/ Carer,

Re: Persistent non-attendance of lessons

Having carried out a review of lesson attendance I write to inform you that your child's attendance this term has fallen well below acceptable standards for The Axis Academy students. Whilst s/he has been turning up for school most mornings s/he is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both \_\_\_\_\_ and other students in the school.

I will be working with \_\_\_\_\_ tutor over the next week or so to set attendance targets for \_\_\_\_\_. We will also discuss what further support can be put in place. Hopefully this will be enough to improve her/his participation in lessons. We are keen to achieve the best possible outcomes for our students, if \_\_\_\_\_ is unwilling to engage with our support then progress will be difficult to achieve.

I trust I can rely on your cooperation in this matter and would ask that you speak with \_\_\_\_\_ about her/his future conduct. If you have any questions or would like to meet with somebody to discuss \_\_\_\_\_ current school experience, please contact me on the number above.

Yours sincerely,

