



CLOUGHWOOD ACADEMY

Attendance Policy

Version and Date		Author	Committee Responsible	Review frequency	Approval	Next Review Due
2.0	25.02.2020	Miss S Howarth	LGB	2 yearly	Approved by LGB on 25.02.2020	25.02.2022
2.1	25.02.2022	Mr R Newton	LGB	2 yearly	Approved by LGB on 16.03.2022	16.03.2024
2.2	15.02.2023	Miss S Howarth	LGB	Two Yearly NB Updating in light of new guidance.	Approved by LGB on 15.03.2023	15.03.2025

INTRODUCTION

Cloughwood Academy recognises the link between attendance, academic qualifications gained, choices in life and success in the future. We aim to ensure the highest levels of attendance and punctuality, in order that all pupils at Cloughwood can take full advantage of the education provided to achieve their full potential.

Irregular attendance undermines these opportunities and may place pupils at risk.

Pupils are expected to attend Cloughwood for the full 190 days of the academic year, unless there is good and approved reason for the absence.

It is parents/carers responsibility to ensure their young person behaves appropriately in their transport if they are entitled to it in order to not lose the privilege. For more information on that parents/carers can contact Cheshire West and Chester Transport.

While Cloughwood Academy will apply our policy fairly and consistently we will also consider the individual needs of pupils and their families who have specific barriers to attendance.

We will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

AIMS

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

ROLES AND RESPONSIBILITIES OF STAFF AND GOVERNORS

The Local Governing Board (LGB)

The LGB is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- As a special school with a small senior leadership team, the headteacher is the designated senior leader responsible for attendance.
- You can contact Mr Newton on newton@cloughwood.com and Miss Howarth on showarth@cloughwood.com or via 01606 288090.

School admin staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on Arbor.
- Transfer calls from parents to the form teacher, pastoral leader, MAGS coordinator or headteacher in order to provide them with more detailed support on attendance.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day
- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child

Pupils

Pupils are expected to:

- Attend school every day on time

Sixth form pupils are expected to attend school on their timetabled days.

PROCEDURE

Form tutors complete the Registers which provide the daily record of attendance of all pupils. You can contact your child's form tutor via admin@cloughwood.com or 01606 288090.

They are legal documents that must be marked twice daily. The register may be required in a Court of Law, for example as evidence in prosecutions for non-attendance at Cloughwood Academy. The register should be marked using the codes as advised by the DfE (see below). One school day is marked as two sessions – morning and afternoon. Cloughwood Academy will follow the Cheshire West and Chester Council School Attendance Guidance.

BREAKDOWN OF THE SCHOOL DAY

Start and close of the day:

Monday-Thursday the school day starts at 8.30am.

Friday the school day starts at 8.15am.

Monday-Thursday the school day ends at 3.15pm.

Friday the school day ends at 2.15pm.

Register closing times:

Register closes at 8.45am.

Pupils meet with their form tutors (or class teacher for Primary) at the start and end of each school day. **On each occasion the School must record whether every pupil is present, attending an approved educational activity, absent or unable to attend due to other exceptional circumstances. If there is no explanation for absence it will be recorded as unauthorised.**

How to request a leave of absence:

If you have a foreseen absence please contact the office on 01606 288090. At Cloughwood we recognise that family holidays are becoming more and more expensive and that often the cost is reduced if taken during term time. If you are contacting the office to request leave of absence for a holiday during term time you will be sent a request form to complete and submit to the headteacher. It is at his/her discretion to grant you leave of absence for a holiday and will very much depend on when the holiday is and what your child's attendance percentage is. Failure to request a holiday form or removing your child when permission has not been granted could result in a fine.

How to inform Cloughwood of the reason for an unexpected absence:

If your child will be absent for anything unforeseen please contact the office on **01606 288090. Attendance codes are in the appendix below.**

FIRST DAY CONTACT

It is the parent/carer's responsibility to inform Cloughwood Academy of the reason for a pupil's absence as soon as possible on the day of absence. Parents/carers must also inform the School every day of absence thereafter. If no contact is received from a parent/carer Cloughwood Academy will try all means of contact to establish the reason for the absence. Parents/carers are expected to respond.

ABSENCE DUE TO MEDICAL APPOINTMENTS

Cloughwood Academy recognises that our pupils will require regular health checks, reviews and medical assessments. In order that these appointments can be authorised parents/carers must provide the medical evidence (copy of the appointment letter, for example) to school.

ABSENCE DUE TO ILLNESS

Cloughwood Academy recognises that there may be times when the pupil is not well enough to be in school. Any absence due to illness in excess of 7 days in an academic year must have medical evidence (appointment card, for example) which should be provided to the school.

It may be that a pupil is not well enough to access school. In the short term this decision may be made by the school. If this happens an emergency interim review of EHCP or multi-agency meeting should be called by the school to decide upon next steps. This plan should include outcomes that are reviewed regularly and could include strategies such as shortened timetables, remote learning or phased returns. The school is ultimately responsible for the shape of the plan but will take guidance from parents/carers/pupil voice/other agencies where appropriate.

In recent years CWAC has recognised the increasing number of pupils who do not attend school due to emotional reasons. CWAC categorises these pupils as Emotionally Based School Non-attenders (EBSN), though they may also be referred to as Emotionally Based School Avoiders (EBSA), and have worked alongside the educational psychology service and other agencies to provide advice and guidance to schools on how to support the child and family (EBSN: Good practice and guidance for schools 2021). If, after implementing these strategies and plans, the child's attendance has not improved, it may be appropriate to call an interim review of their EHCP to request further support from the local authority and, where appropriate, work with them to source a more appropriate provision.

UNAUTHORISED ABSENCE

This is an absence that cannot be categorised as illness, other authorised absence, or medical and can result in the school seeking support from the Education Welfare Service. This may lead to fixed penalty notices, Education Supervision Orders or prosecutions. It is important to note that both parents with Parental Responsibility could be liable to fines or prosecution.

The school recognises the difficulties that some families face and the challenges around attendance. At every stage we actively encourage parents/carers to work with us in order to minimise the risk of prosecution and to try to secure positive outcomes for their young person.

STRATEGIES TO ADDRESS POOR ATTENDANCE

At Cloughwood Academy the attendance of all our pupils is monitored regularly. If there are concerns regarding attendance parents/carers will be notified. If attendance does not improve then it is likely that parents/carers will be invited into Cloughwood for a meeting to discuss the poor attendance/punctuality with a view to resolving the situation. Cloughwood Academy works closely with CWAC Education Welfare Service and other outside agencies in an effort to improve attendance without the need for any legal intervention. As a final measure when the attendance of a pupil does not show any improvements without good reason, or where support has not been engaged with, Cloughwood will refer to the Local Authority regarding legal sanctions. Parents/carers should be advised that from September 2015 the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absence' pupils (P.A.). Cloughwood Academy will be specifically targeting this cohort of pupils, in an effort to improve their attendance in the future.

7.2 Analysing attendance

Cloughwood Academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

Cloughwood Academy will:

- Provide regular attendance reports to form tutors, subject leaders and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

LATENESS AND PUNCTUALITY

If a pupil arrives to school late but before morning registers are closed, they will be coded L. Any pupils arriving after registration closes will be coded U for unauthorised. Any unauthorised absence will follow the same process as above.

PROMOTING GOOD ATTENDANCE AND PUNCTUALITY

At Cloughwood Academy we feel it is important to recognise and promote the good attendance of our cohort. At the end of each half term both Primary and Secondary engage in rewards trips for pupils with over 95% attendance. Both Primary and Secondary participate in weekly prize draws for pupils who have attended all week.

Good attendance is promoted, daily, across the school.

Good attendance supports your child's house points and, for Secondary, form points.

Pupils with good attendance are highlighted as positive role models across the school.

These rewards serve two purposes:

1. It provides pupils with positive reinforcement.
2. It provides other pupils with motivation to improve their attendance and it recognises that good regular attendance is an achievement in itself.

WHAT CAN PARENTS/CARERS DO TO HELP?

Let school know as soon as a pupil is absent and each day thereafter.

Try to avoid making appointments during term time or normal school hours.

Do not allow your young person to stay off school unless it is unavoidable.

Provide medical evidence for appointments attended.

WHAT CAN YOU DO IF YOU ARE WORRIED ABOUT YOUR CHILD'S ATTENDANCE?

1. Talk to your child, it may be a simple reason.
2. Talk to the pupil's Form Tutor or request a meeting.
3. Talk to Mr McEvoy, Pastoral Leader.
4. COMMUNICATION is the key to addressing any potential issues around attendance.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed