




NEW PARK ACADEMY

PROMOTING SCHOOL ATTENDANCE POLICY

FIRST CREATED: JUNE 2016 – EDITION 1

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2	JAN 2017	2/2/2017
3	DEC 2017	14/12/17
4	DEC 2018	6/12/18
5	OCT 2019	14/11/19
6	OCTOBER 2020	ONLY CHANGE IS COVID ADDENDUM
7	JANUARY 2022	LC reviewed –no change
8	AUGUST 2022	EJ – EWO Reviewed
9	JANUARY 2023	Minor Changes currently under review awaiting new policy for review by advisory board

Policy Agreed	October 2020
To be reviewed	January 2024
Owner	LAURA CLEGG & YAHNA PEMBERTON
Signed	
Designation	DEPUTY HEADTEACHER/OPERATIONAL SAFEGUARDING AND ATTENDANCE MANAGER

**POLICY AND PRACTICE
FOR PROMOTING SCHOOL ATTENDANCE**

‘Believe And Succeed’

New Park Academy recognises that a variety of reasons can prevent some young people from attending school. Staff at New Park Academy work with a range of agencies to offer support to parents, carers and the pupil when there are concerns for a pupil’s poor attendance and welfare.

Staff Responsible for Promoting and Monitoring Positive Attendance

Name	Area of Responsibility
Laura Clegg, Deputy Headteacher	Leadership Responsibility
Yahna Pemberton	Operational Manager for Attendance and Welfare
Emma Retson	Co-ordination of EOTAS team -support with welfare check and home visits
Nicholas Aitken-Smith	Attendance Support Officer- home visits, welfare checks, mentoring
All Staff	Daily registration, promotion of positive attendance and positive engagement and communication with parents and carers

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1. STATEMENT OF INTENT

New Park Academy recognises that punctual and regular school attendance is an essential precondition of social inclusion and a prerequisite to effective learning. It notes that for a small but significant number of children, poor school attendance is a direct cause of their social exclusion and underachievement. Young people who are registered at a school and fail to attend school regularly are placing themselves at greater risk of either offending or of becoming the victims of offending. New Park Academy believes that children should attend school regularly and punctually because school is where they learn and school is where they are safe.

New Park Academy is committed to improving levels of school attendance and punctuality by:

- promoting the value and importance of regular school attendance;
- reducing all forms of unjustified absenteeism, especially levels of unauthorised absenteeism.

The school will follow statutory guidelines from the DFE and the LA.

New Park Academy believes that success in achieving these targets will be best achieved in connection with building strong relationships with parents/carers, pupils and meaningful partnerships with other agencies. New Park strives to listen and understand the barriers to attendance and work with families to remove them.

In order to improve levels of school attendance and punctuality, New Park Academy will adopt the following strategies:

- a) one-to-one support to individual pupils who experience difficulties in attending school regularly;
- b) consistent and equitable support to parents/carers, ensuring, through an appropriate balance of assistance and insistence that all parents are able to meet their legal responsibilities in relation to school attendance;
- c) the development of effective multi-agency working practices in order to facilitate early intervention;
- d) the use of external providers that can support individual pupils in their re-engagement in positive activities and education.

2. RESPONSIBILITY OF NEW PARK ACADEMY

School is responsible for supporting the attendance of their pupils and for responding to difficulties and issues which might lead to non-attendance.

New Park Academy will adopt a positive and proactive approach towards attendance matters and encourage parents/carers to take an active role in improving levels of attendance and punctuality and in reducing absenteeism, including the liaison of transport where appropriate.

It is a legal requirement that school will:-

- be open to all pupils for 190 days each school year;
- maintain attendance registers (either manual or computerised) in accordance with the relevant regulations;
- accurately record and monitor all absenteeism and lateness;
- clearly distinguish between absence which is authorised and absence which is unauthorised according to criteria laid down by the DfE (school will remind parents that it is the decision of the head teacher as to whether or not an absence will be authorised);
- submit termly absence returns through School Census and publish information relating to levels of attendance and absence;
- set annual and termly targets to increase attendance both for individuals and on a strategic level.

New Park Academy endeavours to:

- ensure that attendance information is regularly communicated to parents/carers via the phone (individually);
- remind parents/carers regularly of their legal responsibilities for ensuring their children's regular and punctual attendance through phone calls, letters, text, WhatsApp, Class Dojo messages and at meetings;

- record and make effective use of attendance by analysing data to monitor progress/absence trends to identify and set targets for improvements – for individuals, cohorts, classes, year groups and the whole school ([see termly advisory board on school website; reporting detailing breakdown of attendance and individual reasoning and action points](#));
- provide regular clear guidance to staff on the practice of registration and on such connected issues of absence;
- identify clear procedures to identify and follow up all absence and lateness;
- make provision for first-day of absence contact, particularly in relation to pupils who are known to be poor attenders or who might otherwise be considered to be at risk;
- monitor post-registration truancy through the taking of class registers and spot checks and ensure that the parents of any post-registration truants are promptly informed and where necessary actively involved;
- inform internal Attendance Officer of any absence so home visits can be undertaken as required;
- [be alert to external stressors which may lead to absence/absconson \(e.g. in general terms: when there has been a change in a young person's life circumstances such as change of care home; parent leaving etc\)](#);
- consistently identify a range of both proactive and reactive strategies to promote attendance and address absenteeism, especially persistent absenteeism;
- regularly review attendance incentive schemes which recognise pupils' attendance achievements [for example through end of term reward vouchers and nurture activities with key staff members](#);
- share information and work collaboratively with other local mainstream and specialist schools and provisions when absence is at risk of becoming persistent.
- Maintaining effective networks for liaising with other involved agencies and services such as the Vulnerable Young People Team;
- maintain procedures for reintegrating long-term absentees and pupils who may, for specific reasons, have been on a reduced timetable;
- identify an interesting, flexible, and accessible curriculum which

encourages regular attendance for individual pupils and consistently review curriculum provision for the whole school population, adapting to changing needs;

- explore the use of alternative curriculum options and providers that might support the young people in re-engaging in positive activities and education;
- ensure that reasonable steps are taken by the school before a legal consequence, such as a Truancy Penalty Notice (Fine) is considered;
- stress to parents/carers the importance of continuity of learning, particularly in relation to family holidays during term-time;
- discuss any issues with advisory board on termly basis;
- ensure that good practice is identified and disseminated;
- help create an ethos and whole school culture which promotes the benefits of high attendance, addressing school-based causes of poor attendance such as bullying, racism, an inappropriate curriculum, etc.

3. **RESPONSIBILITIES OF PARENTS/CARERS**

Parents/carers are responsible in law for ensuring that their children attend the school at which they are registered regularly, on time, appropriately dressed and in a fit condition to learn. (Parents/carers also have a responsibility for ensuring that their children stay at school once they have registered).

Parents/carers can do a great deal to support the regular and punctual attendance of their children and in liaison with NPA should:

- take an active interest in their child's school life and work;
- attend parents' evenings and other school events;
- ensure that their child completes any homework set and goes to bed at an appropriate time;
- be aware of letters from school which their child brings home;
- ensure that their child is ready for the transport in the morning or leaves home early enough if independent traveller to arrive at school on time each day;
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;

- **always notify the school** as soon as possible - preferably on the first morning - **of any absence; School office number: 0161 532 3254 or text/WhatsApp: 07707574123**
- contact the school to inform of the child's return to school after a period of absence;
- talk to the school if they are concerned that their child may be reluctant to attend;
- avoid booking family holidays during term-time;

(Requests for holidays will only be granted in exceptional circumstances in agreement with the advisory board. Owing to the emotional, social and mental health difficulties of the young people at New Park Academy, all cases will be dealt with in consultation with parents/carers and where appropriate, in liaison with the other agencies. Unauthorised term-time holidays put parents/carers at risk of receiving a Holiday Penalty Notice (FINE).

Should you wish to request a holiday in term time please contact the school office on 0161 532 3254 and request a holiday form. This then needs to be submitted to the Headteacher who will seek permission from the advisory board and contact you with the outcome. This needs to be done at least 2 weeks prior to the holiday.

Improving pupil attendance and punctuality at New Park Academy is on-going working together with the LA and other outside agencies.

4. **SUPPORT FROM THE LA AND OTHER AGENCIES**

There are different agencies that support young people at New Park Academy, such as; EWO, IYSS, YJS and the Vulnerable Young People Team.

Also, New Park Academy utilises the support from a range of external alternative education providers to engage young people such as City West, Brighter Futures, Redbox, School of Military and others.

5. **GENERAL STRATEGIES FOR IMPROVING ATTENDANCE IN SCHOOL**

- establish high expectations for attendance;
- employ pastoral systems to deal effectively with vulnerable pupils, bullying and racism;
- avoid exclusions;
- [establish and continue](#) peer support/ befriending/ mentoring schemes;
- maintain and further develop an inclusive culture which promotes equality and recognises cultural diversity and difference;
- further develop school's strategies to support pupils with literacy or learning difficulties;
- always provide an appropriate curriculum and personal learning plans;
- give additional support if needed on entry to school;
- ensure adequate support at transfer between the Key Stages and to post 16 provision;
- utilise the support from external providers and other agencies.
- [Attendance action plans in place for severely persistent absentees, reviewed half termly.](#)

Improving parental/carers involvement

- further increase contact with families, including home visits, to develop trust and confidence and share information;
- use media of text messages, WhatsApp and Class Dojo for parents who respond better to this method of contact;
- take into account parents' own academic and school experiences;
- provide opportunities for parents/carers and other relatives to visit the school;
- ensure that parents understand their legal duty to ensure that children receive efficient full-time education.

6. **DAILY STEP BY STEP GUIDANCE ON PROMOTING AND MONITORING POSITIVE ATTENDANCE AND PUPIL WELFARE**

6.1 General School Attendance

Staff are expected to accurately complete the attendance register and have effective day to day processes in place to follow up absence;

KS2:

- Staff register students on **Arbor** by 9.30 am for the morning session and by 12.30 pm for the afternoon session;
- If a student is absent and staff have not received a message at that point, they mark the pupil as 'N' (a temporary holding mark);
- Staff will try to contact parents/carers to find out reasons for absence;
- The N mark will be changed as soon as either the pupil has arrived into school late and/or if staff have managed to make contact with

parents/carers, to gain an explanation for the absence. The mark will then be changed to reflect the appropriate reason for absence;

- If the pupil does not arrive and no contact could be established, they will be marked as 'O', unauthorised absence, and staff will undertake a first day visit;
- Relevant professionals will be updated by email, or in an emergency (based on the pupil's personal history and risk assessment), by phone;

- If staff cannot get access to the family home and the pupil does not attend the next day, and family can still not be reached, a police welfare check will be arranged in consultation with other professionals involved in the child's life (phone call to 101);
- Staff will record any messages that have been received by the office or other staff including transport staff on CPOMS.
- ALL STAFF will record any observations, messages, concerns, communications with parents/carers/other professionals and any actions required on above system.

KS3 & 4:

- Member of staff on morning registration duty transfers attendance to class list by 9.00 am, photocopies list for every teacher and office and hands out by 9.10 am;
- Tutor teams check first attendance register against actual pupils in class to ensure nobody is missing who did arrive in school;
- Tutor teams register students on Arbor by 9.30 am;
- If a student is absent and they have not received a message at that point, they mark the pupil as 'N';
- If a student is on a vocational placement as timetabled, they may register them as 'N' and the Operational Manager will alter the mark pending notification from the placement;
- Staff use the lesson monitor programme on Arbor to register students for individual lessons throughout the day
- Tutor team to report any student who arrives after morning registration to the operational/attendance officer.
- Operational Manager completes am register on Arbor, checking for messages about absence from office, SLT or other staff who have received messages from parents/carers;
- Operational Manager uses school comms and/or mobile phone to message parents/carers of children who are absent and where no message has been received by 10.00 am;
- If no response is offered by 11.30 am, a phone call and/or second message will be sent out;
- If no response has been received by 12.00 pm, the Operational Manager will decide where appropriate, in consultation with SLT, whether same day visit has to be organised such as for any child on CP or CIN;
- Operational Manager will make a decision where appropriate, in consultation with SLT, whether a visit will be arranged for day two;
- Operational Manager will decide where appropriate, in consultation with SLT, whether or at what point a welfare check by the police needs to be arranged to ensure the child is safe if no contact could be established and the child has not been seen in spite of various visits to the home;
- The Operational Manager will record any messages that have been received by the office or by themselves and senior staff on CPOMS.
- Should no contact be received from parents, in spite of communication from school requesting this, then the operational

manager will unauthorise this absence within 48hrs on occurrence.

- ALL STAFF will record any observations, messages , concerns, communications with parents/carers/other professionals and any actions required on CPOMs.

Vocational Placements/College etc

- All external providers are required to let school know by 10.00 am which students have arrived;
- All providers are required to notify school of any late arrivers within half an hr of their arrival;
- All providers are required to inform school of any absconsions within half an hr of it happening;
- School staff then refer to procedures laid out below and follow the protocol for absconsions, including notification of parents/carers for KS3 & 4.

6.2 Monitoring In School Truancy and Absconsions

KS 2

- Because of the set up on the KS2 unit, absconsions should be a very rare event;
- After a prompt search of school premises, requesting support from Alder Brook Staff if and where appropriate, parents/carers will be informed within five to ten minutes;
- Staff will inform the main office on the high school site and inform the Headteacher, or in her absence a member of SLT;
- Police will be informed after notifying Headteacher (or SLT); if child has still not been seen/being monitored by staff;
- If the child has returned home safely, a welfare check will be carried out by staff on that day, where possible;
- A review of the risk assessment will be undertaken within 24 hrs and incident recorded on CPOMs

KS3 & 4

- Staff on duty before school hrs, break and lunch time pick up monitoring book which is kept in school office;
- They record date, time of any student leaving school premises and their return;
- If student deemed highly vulnerable (based on risk assessment), staff on duty will immediately seek member of SLT to ensure staff are deployed to follow in to community and attempt support of return to school;
- At the end of their duty, they return the book to the school office, informing reception staff of any student who has not returned;
- Office staff will inform tutor team by phone or in person. Office staff will follow up by sending email to Operational Attendance Manager and SLT by email;
- Tutor team will try to contact parents/carers of their child's absconsion from school;
- If Tutor team cannot reach parents/carers, they inform Operational Attendance Manager or SLT so this can be followed up;
- Time allowed before parents/carers are notified is recorded in individual risk assessment but must not exceed 30 mins;
- Parents/carers will be advised to report their child missing if they do not return home (or to school) within an agreed time frame as laid out in LA Absconsion Policy adopted by New Park Academy. School will report a child missing if parents cannot be reached and there is an imminent risk as identified in individual risk assessment.
- Risk assessments will be updated to reflect increased risk following absconsion and incident recorded on CPOMs within 24 hours.

In the case of absence of key staff

- The Operational Manager for Attendance and Welfare (Yahna Pemberton) will organise cover for any days when she knows she will not be in attendance at school and she will inform office staff and SLT of the arrangements.
- In case of unexpected absence of the Operational Manager/SLT will organise cover and direct staff to undertake these duties on their behalf.