



# Castleford Academy



# Attendance and Punctuality Policy

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## Contents

1. Purpose .....	3
2. Objectives.....	3
3. Why attendance matters.....	3
4. The Role of the Attendance Team .....	3
5. Punctuality .....	4
5.1. What Parents/carers can do.....	4
6. What does your Child's Percentage attendance mean?.....	4
7. Responsibilities.....	5
8. Parental Prosecution.....	5
9. Education Supervision Order .....	5
10. Reasons for absence.....	5
11. Exceptional leave.....	6
12. Persistently absent pupils (PA) .....	6
13. Fast Track to Attendance .....	6
14. Promoting attendance.....	6
15. Fast track .....	7
16. Coronavirus (COVID-19) .....	8



## 1. Purpose

To promote excellent attendance that will contribute to maintaining a positive Academy and secure a climate for effective learning and achievement.

Good attendance and punctuality at the Academy facilitates a good education and future career prospects and minimises the risk of pupils becoming involved in antisocial behaviour or becoming victims or perpetrators of crime or abuse. Children's social skills are enhanced by regular attendance.

## 2. Objectives

1. To promote full attendance at the Academy
2. To share the responsibility for promoting the Academy's attendance amongst everyone in the Academy and the broader Academy community.
3. To reward students and celebrate the success of students who achieve excellent, good or improved attendance.
4. To challenge student attendance where it falls below the Academy target of 96%, ensuring appropriate levels of support and intervention are maintained.
5. To engage with external agencies to monitor, support and intervene where attendance is a cause for concern and falls below 90% (the national measure for persistent absence).

## 3. Why attendance matters

If students are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Figures from the DCSF demonstrate this very clearly.

We want all our students to achieve the very best examination results that they can. Irregular attendance, can, however, have a significant impact on student achievement:

- Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five grade 4 and above GCSEs including English and Maths.
- Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five grade 4 and above GCSEs including English and Maths.
- Of pupils who miss less than five per cent of school, 73 per cent achieve five grade 4 and above GCSEs including English and Maths

## 4. The Role of the Attendance Team

Mr King (Assistant Headteacher) is the lead on Attendance at Castleford Academy.

Miss Rhodes (Attendance Officer) maintains the attendance system; ensuring that registers are accurately marked and absences followed up and reasons obtained.

Mrs Proda (Home to School Liaison Officer) works closely with the Attendance officer, Year Leaders and Assistant Year Leaders to identify pupils whose attendance is below the expected level. Actions are then taken to secure an improvement in attendance.



## 5. Punctuality

**Lateness = Lost Learning = Minutes amount to days**

Parents/carers are responsible for ensuring that their son/daughter arrives at the academy punctually.

Pupils should arrive at the academy no later than 8.40am. Registration begins at 8.45 and form tutors electronically take the first register of the day. Subject teachers also take a register every lesson.

The Academy will contact you if we have concerns about punctuality and ask that you support our detention procedures re: student lateness. We will endeavour to text you if your child is late.

In order to ensure punctuality across the Academy, we now have a lunchtime senior staff detention room. This is used for pupils who are late to either am registration or to lessons. If a child is to be placed in this room they will be informed by the attendance officer. If they fail to attend, they may be placed in connect for up to 3 days.

Minutes lost each day	Days lost per school year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

### 5.1. What Parents/carers can do

- Ensure students arrive on time each day, well equipped and in a fit state to learn.
- Take an interest in the education of their son/ daughter by talking to them about the Academy and by attending Academy events.
- If you are aware that your child will be absent from the Academy – please write a note explaining the absence and send it to the form tutor.
- Contact the Attendance officer from 8.00am on 01977 605063 to inform of any absences.
- Inform the Academy immediately if there are any matters that arise that may affect the attendance of your son/daughter.

**It is the Academy’s policy that all absences should be accounted for either by a note or telephone call from parents or carers.**

**If absences are unexplained, a telephone call or text home will be made on the day of the absence and a reason for the absence sought. If contact is not made, a follow up call will be made followed by a text message.**

## 6. What does your Child’s Percentage attendance mean?

Parents/carers often become confused about what good attendance is. Castleford Academy attendance target is 96%.

Attendance	Days missed over a school year
100%	0 Days missed
95%	9 Days missed
90%	19 Days missed
85%	28 Days missed
80%	38 Days missed



## 7. Responsibilities

The Education Act 2004 states that all children of compulsory school age (five to sixteen) must receive a suitable full-time education. Parents/carers are legally responsible for making sure their son/daughter attends regularly.

In the majority of cases, attendance improves with intervention from the Academy. However, in some circumstances the Academy will liaise with the Education Welfare Service and seek the appropriate legal sanctions for non-school attendance.

## 8. Parental Prosecution

An appearance at the Magistrates Court and the possibility of receiving a Parenting Order or a fine of up to £2500 for each parent/carer.

## 9. Education Supervision Order

This is a strategy used to work in partnership with families and schools, and sometimes other agencies to bring about a return to regular schooling. The application is heard by the Family Proceedings Court where Magistrates have the power to grant the Order.

Castleford Academy needs the active support of parents/carers to fulfil its mission of Achievement with Responsibility. The Academy seeks to develop an effective partnership between home and the Academy based on mutual understanding and trust.

## 10. Reasons for absence

**Authorised absence:** is absence with permission. This includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health.

Medical and Dental appointments, where possible should be made for after school or during school holidays. The Academy understands that this isn't always possible, however, students should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

**Unauthorised absence:** is absence without permission. This includes any unexplained or unjustified absences e.g. term time holiday or a shopping day.

**Holidays in Term Time:** At Castleford Academy we strongly discourage the taking of holidays during term time. As you are already aware, Castleford Academy no longer authorises term time holidays. The Local Authority are informed of any term time holidays taken and a penalty notice issued to each parent/carer for each child taken out of school for a term time holiday. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within 21 days. Unpaid Penalties may result in legal action. This has brought the Academy in line with other Academies and the guidance set by the government.

**52 weeks in a Calendar Year**  
**39 weeks in a school year**  
**13 weeks holiday**



Please consider the following if you are thinking of taking a holiday during term time.

- During one weeks' absence your child will miss approximately 25 hours of their education.
- If your child has one weeks holiday during term time and one week of illness during the school year they may fall below the Academy target and could be at risk of the National figure of 90% for persistent absence.
- Research shows that children taken out of school may never catch up on work they have missed. It may affect their exam results and the progress they make at school.
- Every school day counts if your child is to maximise their potential.

## 11. Exceptional leave

An application for absence must be made, for all students, in advance of any prolonged period of absence. DfE guidance states that if an absence request is not received prior to the absence then it cannot be authorised. Castleford Academy will ask you to complete an exceptional leave form prior to the absence. This also includes absence as a result of holidays.

## 12. Persistently absent pupils (PA)

At the end of each term Castleford Academy, along with all other schools and Academies in the country, has to submit the names of the individual students who have attendance below 90% (this is the national measure for persistent absence).

## 13. Fast Track to Attendance

Where a child falls below 90% attendance, they are classed as persistently absent. When attendance falls close to or below 90%, you will be contacted via letter or telephone to say that your child may be placed on fast track. If there is no improvement in attendance, you will be invited in to a meeting with our attendance officer. At this panel meeting, we will discuss the barriers to attendance for your child. If you fail to attend this meeting, the fast track process may begin in your absence. Following this, if attendance continues to fall, you may be issued with a penalty fine.

## 14. Promoting attendance

Staff and Students at Castleford Academy are fully aware of the Academy expectations surrounding attendance.

- Regular assemblies take place in school highlighting the importance of attendance
- Weekly attendance figures are given for each form in assembly
- Rewards given for excellent, good and improved attendance
- Rewards given to form groups for achieving the best attendance
- Informative displays regarding attendance in school
- Attendance focus month takes place twice a year



## 15. Fast track

Every ½ term 96% and above attendees receive a post card and an epraise point



Attendance drop below 96%/3 broken weeks – LETTER 1  
Follow up call from attendance officer



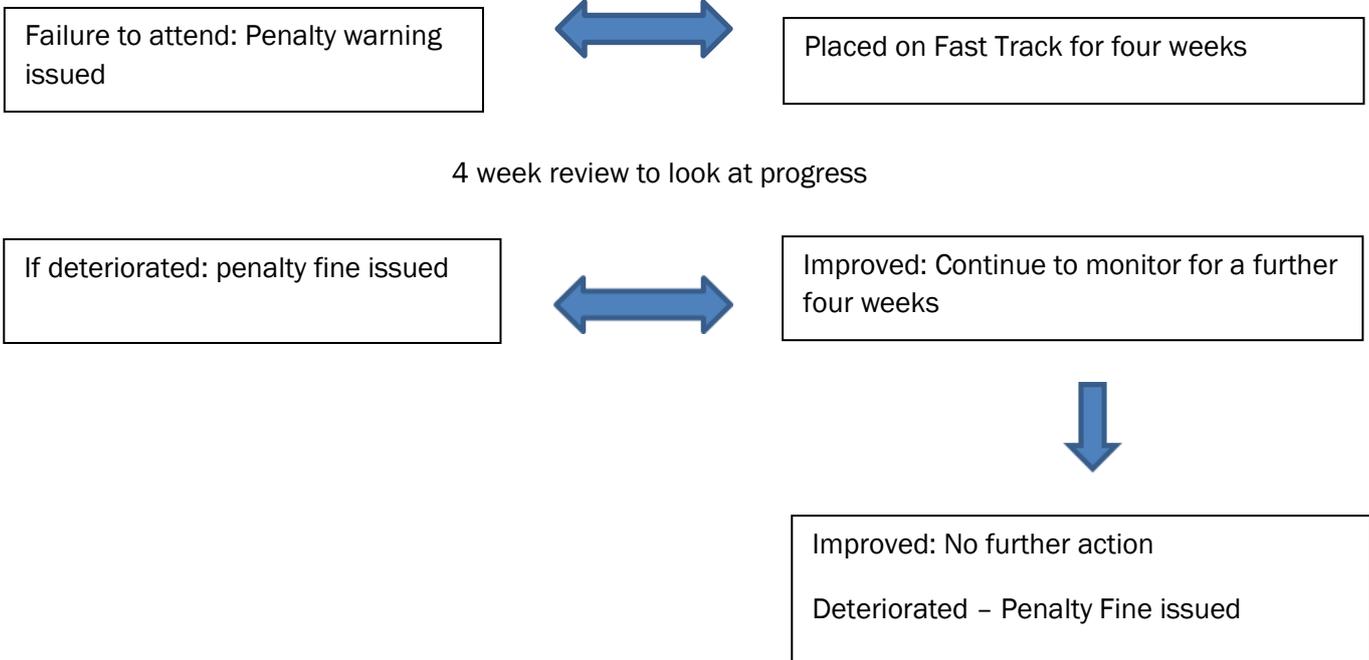
Further absence – LETTER 2  
Leaflet about attendance included. Parents required to attend a meeting with the attendance officer



Further absence/below 90%, parents required to attend a meeting with attendance officer

### **START OF FAST TRACK**

Parents required to attend a meeting with the attendance officer





## 16. Coronavirus (COVID-19)

### Opening September 2020

In line with the DfE guidance, schools will reopen to all pupils in September 2020. It is a parent's/carer's statutory responsibility to ensure that their child attends school.

All pupils will be expected to attend the academy, including those who have been previously shielding, and the academy has a responsibility to follow up any absences. Sanctions, including the use of fixed penalty notices, may be used for periods of unexplained absence in line with local authority guidance.

Absences which are caused as a result of COVID-19, for example self-isolation, the start of symptoms or a positive COVID-19 test will be marked on the register in line with DfE guidance and therefore families will not be penalised as a result of this.

It is the responsibility of the parent/carer to inform the academy of reason for absence. Where the reason is not related to COVID-19, the academy will use the DfE guidance on reporting absence and the policy will be implemented where absence causes concerns.

Where a child is following public health guidelines or the guidelines of a clinician, and has been told to stay at home, for example they are clinically vulnerable, we would work with medical practitioners to ensure that absence is recorded in line with DfE guidance and that pupils are provided with the opportunity for remote learning.

If a parent states that their child is suffering from COVID-19 symptoms, the school will follow DfE and PHE guidance and the child must self-isolate for 10 days from the onset of symptoms, if they are in a household where a family member has tested positive or demonstrated symptoms they must self-isolate for 14 days from the day of the symptoms or positive test. If a pupil is tested then they must let the school know of the results as soon as possible. Pupils will not be able to return to school until the period of self-isolation has ended. If a pupil has been identified by school as being a close contact to another pupil who has tested positive for COVID-19 then they must self-isolate for 14 days from their last contact with the pupil who tested positive and return on the date confirmed by school. The Academy reserve the right to send a child home if they attend school and they will have to self-isolate for 14 days unless they complete a test that is negative.

We understand that for some families (including those who have vulnerable members in the household or those concerned about increased risk) this will be a worrying time and we will work with these families to ensure that they are aware of the measures we have put into place to maintain social distancing giving them the confidence to send their children to school.

In the event of a local lockdown, we will follow public health guidance.

### January/February 2021

Due to the current coronavirus (COVID-19) outbreak, schools will remain closed until February half-term, except for the children of critical workers, and vulnerable children, who are encouraged to attend where it is appropriate for them to do so.

In line with DfE guidance pupils who are accessing childcare provision will be given a present code '/'. Pupils accessing work remotely or are self-isolating and accessing childcare provision will be marked as an 'X' code.



## Remote Learning Provision

The academy will provide substantial opportunities for our pupils and students to access remote learning during a national or regional lockdown.

Pupils and students should be accessing and submitting their work on Show My Homework and following their normal academy timetable. Provision will be a blend of pre-recorded Screencastify lessons and live lessons on Microsoft Teams.

We will keep an internal record of, and monitor, pupil engagement with remote learning. If there are concerns about a pupil or student not accessing their work or attending live lessons, then a phone call home will be made to see if the academy can support.