



WEY VALLEY ACADEMY

Attendance Policy 2020 / 2021

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1. Introduction

Regular attendance by students is both a legal requirement and essential for progress so that they may reach their highest achievement. This is also necessary to maintain high levels of commitment among students to their own learning and their belief in the value of membership of the Academy as a community.

Government research suggests that 90% attendance or 18 missed Academy days a year result in students dropping 1 GCSE grade in achievement. Where a student would be showing grades such as 6s and 5s, following attendance issues and multiple days of absence, their grades may be reflecting more within the 3-4 grades.

The persistent absence threshold, as defined by the Department for Education (DfE) is 10 %.

2. Rationale

We are committed to providing an education of the highest quality for all of our students and endeavour to provide an environment where all students feel valued and welcome. Parents/Carers and students play a part in making our Academy successful. Every student has a right to access the education to which he/she is entitled. Parents / Carers and Wey Valley Staff share the responsibility for supporting and promoting excellent academy attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% for all students. Every opportunity will be used to convey to students and their Parents/Carers the importance of regular and punctual attendance.

For our students to take full advantage of the educational opportunities offered it is vital your son/daughter is at the Academy on time , every day the academy is open unless the reason is unavoidable. The routines students develop around attendance and punctuality at Wey Valley Academy are the same as the expectations of any future employer in the world of work. High expectations lead to high achievement, confidence with peers and staff and future aspirations depend on good attendance.

Non-attendance at the Academy is rarely a single issue, so the most effective way to improve attendance is by addressing the underlying issues.

The Government expects Academies to promote good attendance and reduce absence, including persistent absence, ensure every student has access to full-time education to which they are entitled and act early to address patterns of absence. Parents / Carers are expected to perform their legal duty by ensuring their child of compulsory school age who is registered at Academy attend regularly and arrive to Academy on time.

3. Our Aim

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and access to learning in the Academy. The overall aim is to reach 97% attendance over the whole academy. This will be our aim through the following:

- To maintain good attendance and punctuality and to improve these where needed
- Where improvements are needed, to make every effort to support that student and the family
- To ensure all members of our community understand the importance of good attendance in educational, social and life chances
- To support the student and family with our Family Liaison Officer and any other relevant service to support improved attendance.
- To support families experiencing difficulties in getting their child to attend the Academy
- To keep an accurate and up to date record of attendance
- To inform parents of attendance and punctuality issues on a day to day basis
- To identify students that are a cause for concern because of their attendance
- To identify patterns of absence and causes of non-attendance and take action to resolve this
- To reward young people with excellent attendance and provide incentives for young people where attendance needs to improve
- To use, if necessary, any legal means to ensure parents/carers get their child to attend the Academy regularly

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find Academy routines, Academy work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between Primary School, Secondary Academy, Higher Education and employment or training

4. The Legal Situation

Under Section 7 of the Education Act 1996, Parents / Carers are responsible for making sure that their Young People of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a Young Person of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) or 444(1a) of the Education Act 1996.

This advice summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, Head Teachers, school staff, Governing bodies, Students and parents/carers/guardians. These requirements are contained in:

- *the education act 1996 - sections 434(1)(3)(4)&(6);*
- *the education (student registration) (England) regulations 2006;*
- *the education (student registration) (England) (amendment) regulations 2010; and,*
- *the education (student registration) (England) (amendment) regulations 2011*
- *the education (student registration) (England) (amendment) regulations 2013*
- *student missing education (November 2013)*

5. Understanding types of absence

Students' are expected to attend Wey Valley Academy every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- 5.1.1 **Authorised Absence:** is when the Academy has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- 5.1.2 **Unauthorised Absence:** is when the Academy has not received a reason for the absence or has not approved a student's leave following a parent/carers request. This includes:
1. Parent/carers giving son/daughter permission to be off from the academy unnecessarily such as for holidays, shopping, birthdays and looking after siblings.
 2. Truancy before or during the academy day.
 3. Absences not explained.
 4. Students with poor attendance who require medical evidence for their absence not being given in.

6. Recording Attendance

Legally, a register must be marked twice a day. However, all lessons are required to be marked by the class teacher electronically.

7. Attendance Procedures

7.1 Responsibilities of Students:

- Understand that good attendance leads to improved achievement
- Arrive at Academy by 8.25am every day
- Attend every day unless they are really unwell
- Take responsibility for signing in if they are late or have to sign out during academy hours.

7.2 Responsibilities of Parents/Carers:

Ensuring their child's regular attendance at Wey Valley Academy is a Parent/Carers legal responsibility (section of the 1996 Education Act) and permitting absence that is not authorised by the Academy creates an offence in law.

Parents / Carers have a great deal of influence in improving student attendance and are asked to work in partnership with the academy to ensure the highest possible attendance rates.

Parent/Carers are required to:

- Ensure their child arrives at Academy **by 8.30am** every day
- Ensure the Academy has correct contact data in case of emergencies (**3 emergency contacts**)
- Inform Academy on the first day of absence and each subsequent day. Please call on **01305 817059**, or email **attendance@weyvalley-academy.co.uk**
- Respond promptly to texts or calls from the Academy regarding a student absence
- Discuss with Tutor/Head of Year any planned absence well in advance and complete the absence request form
- Support the Academy with their child in aiming for 100% attendance each year.

- Make sure that any absence is clearly accounted for by phone, text or email on the first and then subsequent day after
- Avoid booking their child out of the academy day for non-urgent medical or dental appointments
- Only request leave in exceptional circumstances.
- Understand that taking a holiday during the academic year will not be authorised and will most likely result in a fixed penalty notice.

7.3 Responsibilities of Teachers:

- Within 10 minutes of the start of every lesson a register will be taken and the data recorded onto SIMs; a paper register will be taken if SIMS is unavailable
- Anyone absent when the register is called will be marked with an **N** unless a code has already been placed on the register, in this case it must not be changed. If the student is displayed as being present earlier in the Academy day but absent for the teacher's lesson, it is the teacher's responsibility to alert the attendance team immediately – email about missing students. The attendance team will, alongside SLT, try to locate the student. If they are unable to locate the student they will contact parents
- If a student signs in late to Academy the mark will be changed on the system by the Attendance Officer. If the student is late for lesson the teacher will update the register.
- Lateness to class should be supported with a note / out of lesson slip / note in the student's planner

7.4 Responsibilities of Tutors:

- Accurately mark the register during tutor times
- Keep students updated weekly regarding their attendance level using the attendance tracker
- Maintain a positive relationship with the Parents / Carer of students in their tutor group
- Regularly contact home to offer praise but also discuss absence

7.5 Responsibilities of the Attendance Administrator

- Takes all absence calls and marks registers centrally for this
- Initiates a truancy text (**call for vulnerable students**) on the first day for any student absent and for whom an explanation has not been received from a Parent / Carer. This continues for duration of absence
- Follow up telephone call to all Parents / Carers if the Academy has not received contact following truancy / absence text
- Report where registers are not taken on a lesson by lesson basis or where accurate data is not inputted onto the system
- Follow up any missing marks with tutors and students
- Keeps Parents / Carers informed of absences and/or truancy during the day
- Administer application requests for holiday leave during term time
- Produces reports for attendance reviews
- Sends out attendance letters
- Liaises with Head of Year / Family Liaison Officer and Safeguarding team when a vulnerable student is absent without a response
- Administer Truancy sweeps carried out randomly (by Family Liaison Officer and HoY) to improve attendance across the Academy.

7.6 Responsibilities of the Family Liaison officer

- The Family Liaison Officer in liaison with the attendance administrator will ensure that attendance is both recorded accurately and analysed
- Will conduct home visits for vulnerable students who are absent
- Will consider collecting students whose attendance is below 90% and are having difficulty getting to Academy.
- Will work closely with The Attendance Officer, Heads of Year and Tutors to ensure that attendance issues are identified at an early stage and support is put in place.
- Will conduct first Parent / Carer attendance meetings along with Heads of Year
- Organise regular truancy sweeps across the Academy
- If absence is frequent and continuous, the FLO will discuss with Parent/Carers the need and reasons for their child's absence and will encourage them to keep improving their child's attendance
- If there is no improvement then The Family Liaison Officer and Head of Year may request that the Local Authority issue a Penalty Notice or proceed with prosecution.
- Liaises with outside agencies when attendance becomes a concern

7.7 Responsibilities of Heads of Year:

- Work closely with the attendance officer to monitor student attendance- weekly accountability meetings – Assistant Principal, Heads of Year and Attendance Administrator
- Communicate to tutors and Parents / Carers any concerns re poor attendance
- Coordinates with Attendance Officer for Attendance Action Plans and Parenting Contracts
- Conducts first Parent / Carer meetings with FLO and subsequent meetings with AVP / VP
- Truancy sweeps (spot checks on every class) will be carried out randomly to improve attendance across the Academy.

8. Interventions:

8.1 If Attendance Falls to 95% or Below

Individual students, whose attendance shows a drop in percentage from the previous week or whose attendance falls to below 95%, will be discussed weekly at an attendance accountability meeting.

Relevant intervention will be agreed in accordance with the following guidelines:

- When attendance drops the Family Liaison Officer or Tutor will contact the family to explain expectations and to offer support and advice.
- For daily lateness detentions will be issued on the same day
- When attendance drops to below 95% an initial attendance letter will be sent to parents and the Head of Year will discuss the concerns with the parents.
- Vulnerable students will be seen by the FLO.
- If there is no improvement during the next three weeks a meeting will be convened. At this meeting Parents / Carers will be informed that all future absences must be accompanied by medical evidence and an attendance action plan will be agreed.
- Any student absent for **3 or more days**, whether or not the Academy has been informed of the reason for absence, will receive a home visit from the Family Liaison Officer.
- The student should bring in a note when they return to Academy. This must be chased up until we have received one.

- Students in receipt of **Pupil Premium** will have a home visit from the FLO on **1st day of absence** if attendance is below 95%.

8.2 If Attendance Falls to 93% or Below

- The Academy will convene a second meeting at which parents will be informed that they are at risk of a fixed penalty notice being issued if attendance continues to fall.

8.3 If Attendance Falls to 90% or Below

- At 90% a fixed penalty warning will be issued which may result in a fine and/or a formal attendance meeting will be called which may result in prosecution.
- The FLO will conduct a home visit to discuss support measures

8.4 Each day contact and follow up calling / procedures

Each day contact is an integral part of the whole Academy Attendance policy. A student must realise that their absence will be noted and acted upon swiftly. Where no contact from home has been received, Each Day procedures apply. This will make students more reluctant to be absent themselves. Each day contact sends a clear message to students and parents that attendance is very important.

8.5 It is the view of the Academy that Each Day contact works by:

- Safeguarding students by informing parents/carers who may be unaware that their child is truanting and therefore may be at risk
- Raising awareness of the importance of full attendance
- Addressing problems before they become serious
- Improving home-Academy liaison
- Sending a clear message to parents and students that if a child is absent they will be missed
- Requiring and promoting a high level of communication within the Academy; staff working as a team
- Reducing the number of students who have short-term absence, thereby reducing the overall absence rate

8.6 Longer term absence:

- If a child's absence continues after **3 days** and we have had no contact from the Parent/Carer the FLO will complete a home visit.
- Should the absence continue past **5 days** again with no contact we will initiate a 'Safe and Well' visit by the police.
- After **10 days** without contact a Child Missing Education referral may be made and possibly an inter-agency referral if deemed appropriate.

8.7 For the Academy's policy of Each Day contact to work efficiently:

- Parents/Carers must inform the Academy of the reason for an absence each morning a student is away, by 8.30am.
- Parents/Carers will need to be aware of what is expected of them and challenged if they fail to inform the Academy of the reasons for absence, or if the reasons given for the absence are unacceptable.
- The **telephone is the preferred method of contact** as letters arrive too late and can be intercepted. Letters do not demand an instant response and quickly lose their effect.
- If the parent/carer has not contacted the Academy **by 8.40am**, then the parents of identified students should expect to be contacted by a member of the attendance team.
- The student should bring in a note when they return to Academy. This must be chased up until we have received one.
- **Students in receipt of Pupil Premium will have a home visit from the FLO on 1st day of absence if attendance is below 95%.**
- This procedure will be most effective if it is applied to every unauthorised absence and gives a clear message that absences are not allowed for reasons other than those determined by the law. The procedure and the need for it should be understood by all and the Academy will do this by regularly writing to parents/carers

9. Lateness / Punctuality

It is important to be on time at the start of the morning. The start of lessons are when instructions are given. If your son/daughter is late they will miss vital information.

- The Academy day starts at 8.30am all students are expected in their Tutor group and ready for the day at 8.30am
- All lateness is recorded daily. This information will be required by the courts, should a penalty/prosecution for non-attendance or lateness be necessary.
- Arrival after 9.30am will be marked as an unauthorised absence coded U in line with the Local Authority and Department of Education guidance. This mark shows them to be on site but is legally recorded as an absence.

9.1 There are negative results caused by students who constantly arrive late. These include:

- The loss of learning suffered by the student themselves which over a year can add up to a significant proportion of their time in Academy
- The disruption to other children in their class as the teacher's attention is taken from the task at hand
- Raised levels of unauthorised absence
- On-going and repeated lateness may be subject to legal proceedings

9.2 The strategies that the Academy will use to tackle lateness will include:

- Informing parents/carers when a student is regularly late and arranging meetings
- Staff on gates until 8.35am

- Same Day Detentions for students who arrive at Academy late after 8.30am. The students will be expected to attend a detention. Failure to attend the detention will result in an extended detention being issued after Academy the following day.
- Use of the attendance procedures that could ultimately result in a fixed penalty notices

9.3 Truancy

- If a student is caught truanting a lesson or fails to provide a note indicating a legitimate reason for absence, this will be recorded as an un-authorised absence. *Truancy results in the student missing learning time, testing and assessments in lessons, therefore missing the opportunity to demonstrate achievement.*
- Students found outside the Academy Grounds between 8.45am and End of the Academy day, without an authorised letter or note in their planner will be considered as Truanting. If seen by the police, the police will take action and may pick them up and return them to Academy.
- Parents will be informed of Truancy and, if repeated, will be asked to attend a meeting to discuss the issues.
- Students may be issued with an Attendance Report Card to monitor their attendance to lessons.
- Targets will be set for the student to achieve.
- Rewards may be offered as an incentive to the students.
- Persistent non-attendance and truancy will lead to sanctions and referrals to the Family Liaison Officer

10. Request for Leave of Absence:

Amendments to Academy attendance regulations were updated and enforced from September 2013:

Regulations state that **Principals may not grant any leave of absence during term time unless there are exceptional circumstances.** It is important to know that Principals can determine the length of any authorised absence as well as whether to authorise at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There is however, **no legal entitlement** for time off during the academic year to go on holiday.

The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they will be **unauthorised** and lead to the issuing of a Fixed Penalty Warning (fine).

Parent/Carers wishing to apply for leave of absence must use the form available from the office at Wey Valley Academy well in advance and before making any arrangements.

11. Holiday in Term Time and extended leave

11.1 Exceptional circumstances may include:

Are defined as:

- Forces Personnel on leave from a foreign posting
- The death or terminal illness of a close relative, only if Principal is satisfied that the circumstances are exceptional.
- Exceptional significant family events or circumstances – these will be considered on an individual basis with the Principal. The Principal will consider every above request individually

- Religious observance as set out in Education Act 1996 S444(3) (c) “on any day exclusively set apart for religious observance by the religious body to which his/her parents belong”
- Where a medical health professional recommends an absence as part of a child’s or parent’s rehabilitation from a medical or emotional issue.

11.2 The following will not meet the criteria:

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.
- Birthday treats

Taking holidays during term time will affect your child’s education as much as any other absence.

12. Local Authority Authorised Officers and Legal Measures

Authorised officers at the Local Authority have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation, or evidence is subsequently found to suggest a child was away from Academy with the knowledge of the parents/carer.

12.1 Continued or Ongoing Absence (Persistent Absence – defined as 10% missed)

If your child misses 10% or more schooling across the academic year for whatever reason they are defined as a **persist absentees**. It is accepted that some absence will be caused by domestic, social or Academy based reasons. Where this is the case the Academy will work closely with home and the student to help overcome difficulties. Strategies which help to establish the student with an improved attendance will be employed and this may involve a part time agreement initially.

When a student returns to Wey Valley Academy after significant absence effective monitoring of attendance, academic performance and social reintegration will be undertaken by either the Tutor/Head of year or Family Liaison Officer.

12.2 Penalty Notices for Non-Attendance and other Legal Measures:

The following legal measures are for students who fall in to the persistent absent (below 90%) category:

- Parenting Contracts
- Attendance Inclusion Support Plan
- Penalty Warnings
- Penalty Notices
- Each Penalty Notice carries a fine of £60 per Parent / Carer per child if paid within 21 days of the penalty notice being posted. If the fine is not paid within this time it will increase to £120 per Parent / Carer per child. If it remains unpaid the Local Authority will consider prosecution for non-attendance.
- Education Supervision Order



13. What can Parents / Carers do to encourage their child to attend daily?

Make sure that they have enough sleep and get up in plenty of time in the morning. Ensure they leave home in the correct uniform and properly equipped. Show them interest in their education by attending Parent Evenings.

Ask them about their day and contact the Academy if there are problems in and out of Academy, in doing so building a positive relationship with Academy staff which will help them to see we are all working together to raise their own achievements and expectations.

14. Communication with parents

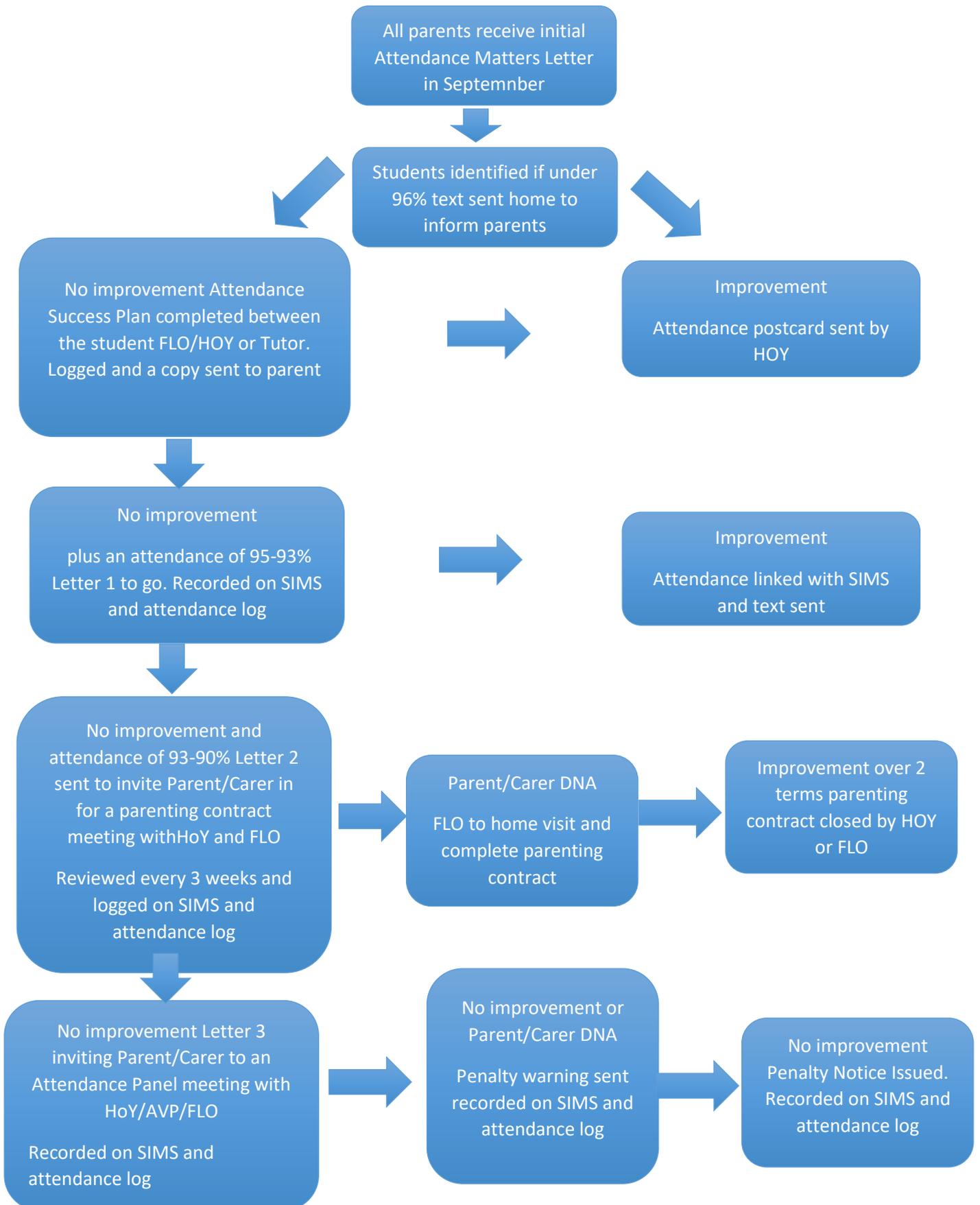
Letters will be sent to Parents / Carers at the end of each term in relation to our "Attendance Matters" if a student's attendance is falling below 95%.

Each 'Attendance Matters' letter also has an Attendance Certificate attached. This allows parents to be regularly informed of both their student's attendance and punctuality. Parents / Carers are also informed about their student's attendance in the annual full report, at parents' evenings and in Progress Review meetings.

The Academy has a legal responsibility to promote good attendance. Equally, Parents / Carers have a duty to make sure that their student attends Academy regularly. Our staff are committed to working closely with Parents / Carers as the best way to ensure as high a level of attendance as possible. Your continued support in this matter is essential. Please work with us.

Parents / Carers are encouraged to use the SIMS app to track their child's attendance.

Appendix 1 Flow Chart for Attendance procedures





Appendix 2: Whole Academy Letter sent out in September

Dear Parent / Carer

September 20

Is Your Child Missing Out?

Focus on Attendance and Punctuality.

Regular attendance and good punctuality are crucial factors in students achieving their full potential in education. There is clear evidence from this summer's GCSE results linking the attendance with performance.

At Wey Valley CofE Academy we wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the academy every day and on time. Students are expected to attend Academy for 190 days each year, this leaves 175 days each year for holidays, shopping and family visits.

We are always pleased to work together with parents and carers in resolving any difficulties, but we are also committed to improving attendance levels at the Academy.

The target figure for all students is a **minimum of 97%** attendance. Don't forget if a student is late (after the register is closed) it is recorded as an absence for that half day session.

Based on their attendance figures your child will fall into one of the following groups throughout the year:

Group 1: No Concern

GREEN

The child attends for **97% - 100%** of the time

Group 2: Concern

YELLOW

The child attends for **95% - 96.9%** of the time

Group 3: Risk of Underachievement

ORANGE

The child attends for **93% - 94.9%** of the time

Group 4: Severe Risk of Underachievement

PINK

The child attends for **90% - 92.9%** of the time

Group 5: Extreme Risk of Underachievement

RED

The child attends for **0% - 89.9%** of the time

Your child will be informed of their **attendance group** by their the aim will be for them to stay in the Green group for which we rewards. We will be monitoring students closely and if their falls we will contact you so that we can work together to maintain attendance rate.

At Wey Valley we will reward students who attend Academy each also reward students whose attendance is improving. Students also rewarded for good punctuality. We will of course look at students have been absent so that students for example those with medical conditions are not disadvantaged.

Rewards will include: 100% attendance badges and Certificates, badges and certificates, prizes for the most improved attenders, the Week awards, Post Cards home, Subsidised Yr11 Prom tickets, reward trips for 97%+ attendance and much more.

Green 97 – 100%	Form Tutor, will issue attendance a high day and get who may diagnosed 97%+ Student of end of term
Yellow 95 – 96.9%	
Orange 93 – 94.9%	
Pink 90 – 92.9%	
Red 0% - 89.9%	



How can you help your son or daughter to maintain a high attendance and increase their chances of success at Academy?

- Holidays must not be taken in Academy time and we cannot authorise these. The local authority will fine parents who take students out of Academy for holidays.
- Ensure that your child attends Academy every day, arrives on time, with the correct equipment and ready to learn. They are expected to be in their lessons ready to learn at 8.40am.
- Ensure the Academy has your up to date address, email and telephone numbers. We will contact you if your child is absent and you have not contacted the Academy to explain why. This ensures that any absence is quickly identified and students are safeguarded.
- If your child is ill, please contact the Academy on the **first** day of absence and provide an explanatory note on their return to Academy.
- If you wish to check that your child has arrived at Academy contact reception, they will inform you if your child has registered.
- You can also check attendance on the Academy SIMS app.
- If no contact is received regarding an absence, it is recorded as **unauthorised**. Ultimately the Academy is responsible for deciding if the absence is acceptable or not. Only genuine absences will be authorised.
- You will be asked to provide medical certificates if your child has a poor attendance record and slips into the Orange, Pink or Red groups.
- Try to ensure that medical appointments are made outside of Academy time where possible.
- Contact your child's Form Tutor if you are experiencing difficulty getting your child into Academy. We are here to help and would rather be involved early before an attendance problem develops.
- Any planned absence can only be approved by the Principal and only agreed where there are exceptional circumstances.
-

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Wey Valley Academy.

Yours faithfully

Mr Russell

Principal



Appendix 3: MONITORING PHASE - Letter ONE Attendance Concern letter sent at 95% or below

Date.....

Dear

Absences Matter and You Can Help

[Child's name] has missed more Academy than his classmates.

[Child's name] has been absent [6] days so far this Academy year.

Students fall behind and underachieve when they miss Academy – whether students are absent for authorised or unauthorised reasons.

You can have a big effect on improving [Child's name]'s attendance, and we appreciate your help.

If you wish to discuss this matter please contact me on 01305 783391

Child's name	Unauthorised absence Authorised absence 94%
Year Average	Unauthorised absence Authorised absence 97.5%

What does the attendance percentage really mean?		
Attendance %	Days Lost	Lessons Missed
100%	0 Days	0 lessons
97%	1 Week	25 lessons
94%	2 Weeks	50 lessons
90%	4 weeks	100 lessons
85%	6 Weeks	150 lessons
80%	8 Weeks	200 lessons

Yours Sincerely

Head of Year



Appendix 4 : ACTION PHASE - Letter TWO Attendance Invite letter To meet HoY and AVP

Dear «salutation»

**Attendance Concerns –«chosen_forename» «chosen_surname» «reg» Attendance
«percentage_attendance» %**

Following our letter at the start of the term and the second letter regarding attendance we regret to inform you that «chosen_forename»'s attendance has fallen below the target of 95% and is now below the critical 93% level currently «percentage_attendance»%.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the academy at which «he_she» is registered. You also have a responsibility to contact the academy each day should «chosen_name» be unable to attend for any reason.

We would like you to attend a meeting at the academy on **date, time and venue**. You are welcome to bring a friend/colleague to support you.

This meeting is an opportunity for the Head of Year, Assistant Vice Principal and family to meet together to discuss why a child has poor attendance and, hopefully, to seek solutions to any problems.

Please telephone to confirm receipt of this letter and your intention to attend the meeting by contacting Mrs Spray on the absence line. Dorset County Council has already been made aware of «chosen_name»'s current attendance.

Yours sincerely

Mr Lydford

Assistant Vice Principal



Appendix 5: ACTION PHASE - Letter THREE Attendance Panel meeting.

Dear «salutation»

Attendance Panel Invitation –«chosen_forename» «chosen_surname» «reg»

Current Attendance for «percentage_attendance» %

Following our previous meeting regarding «chosen_forename»'s attendance we regret to inform you that «chosen_forename»'s attendance has not improved to the required levels.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the Academy at which he/she is registered. You also have a responsibility to contact the Academy each day should the child be unable to attend for any reason.

You are requested to attend an **Attendance Panel on20.**, which will last for approximately 30 minutes during which we can look at the reasons surrounding «chosen_forename» 's absence from Academy . You are welcome to bring a friend/colleague to support you. Please send «chosen_forename» to Academy as usual and he/she will be collected from class should they be needed for the meeting.

This meeting will also be attended by members of the pastoral team from the Academy and (if possible) a senior representative from the Ambitions Academy Trust. Wey Valley Academy values the working partnership we have with parents and it is important that you attend this meeting so that any issues or concerns which may be contributing to «chosen_forename»'s non-attendance can be discussed and plans established to improve future attendance.

The panel can recommend several outcomes these include a continued period of close monitoring with specified targets for attendance and support measures, a warning notice of a fixed penalty should attendance not improve, or the panel can contact the Local Authority to request they issue a £60 Penalty Notice.

Please telephone or email to confirm receipt of this letter, and your intention to attend the meeting by contacting Mrs Spray on absence line or absence@weyvalley-academy.co.uk Dorset Council and Ambitions Academy Trust has already been made aware of «chosen_forename»'s current attendance.

Yours sincerely,

Mr Lydford

Vice Principal



Appendix 6: Attendance Panel Meeting Record Sheet

Attendance Panel Meeting:

Section 7 of the education Act 1996:

Duty of parents to secure education of children of compulsory Academy age.

The parent of every child of compulsory Academy age shall cause him / her to receive efficient full-time education suitable— (a) to his age, ability and aptitude, and (b) to any special educational needs S/he may have, either by regular attendance at Academy or otherwise.

Student Name:	Parent Name:
DoB:	Parent Contact:
Year Group:	Attendance:

Reasons for Absence:

Strategies to Improve Attendance:

Target Attendance:	Review Date:
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Parent:	Date
SLT:	Date



Appendix 7: Penalty Notice Warning Letter

Parent/Carer of

Dear Parent/Carer of

I am writing to express my concern that 's attendance has not improved. Attendance at % is now considerably below the Academy and Government minimum required level of 95%.

In light of my concerns, I am writing to inform you that should 's attendance not be 96% or above within the next 15 Academy days, I will pass the matter to the local authority for consideration of prosecution proceedings under section 444 of the Education Act 1996. This is for the offence of failure to secure regular attendance at the Academy of a registered pupil. If convicted of this offence, you may be fined up to £1,000 and will hold a criminal record.

However, section 444 of the Education Act 1996 allows the Authority to issue a Penalty Notice under section 23 of the Anti-Social Behaviour Act 2003, to each parent/carers with responsibility for in respect of the offence. A Penalty Notice is a notice offering a person the opportunity of discharging any liability to conviction for the offence under Sections 444 (1) to which the notice relates, by payment in accordance with the notice. Where a person is given a Penalty Notice, he/she cannot be convicted of the offence to which the notice relates if he/she pays the penalty in accordance with the notice.

Should a Penalty Notice be considered the most appropriate action in these circumstances, the fine for each parent/carers for each child would be £60 if paid within 21 days, or £120 if paid within 28 days.

Yours sincerely



Appendix 8 : REVIEW PHASE - Letter sent to parents of students with attendance below 95% at the end of the Academy Year

Dear << parent name>>.

I am writing to explain that from September 2019 Wey Valley will be introducing a new attendance process. This process is intended to support students to improve their attendance at Academy.

All the research clearly shows that poor attendance will dramatically impact on your child’s achievement.

This year <<student name>> ’s attendance was <<percentage>>%

Next academic year this figure has to improve and we have a target of 95% as a minimum for all students. Ideally 97% and above is required to ensure that your achievement do not suffer. child’s learning and

No Concern

GREEN

The child attends for **97% - 100%** of the time

Concern

YELLOW

The child attends for **95% - 96.9%** of the time

Risk of Underachievement

ORANGE

The child attends for **93% - 94.9%** of the time

Severe Risk of Underachievement

PINK

The child attends for **90% - 92.9%** of the time

Extreme Risk of Underachievement

RED

The child attends for **0% - 89.9%** of the time

Green 97 – 100%
Yellow 95 – 96.9%
Orange 93 – 94.9%
Pink 90 – 92.9%
Red 0% - 89.9%

We would be grateful of your support in raising attendance next year. Many thanks.

Yours sincerely Rob Russell, Principal

Appendix 9: Record sheet for HoY attendance meeting

INDIVIDUAL STUDENT ATTENDANCE SUPPORT PLAN

Name		Tutor Group		Date	
Current Attendance		Number of days lost		Attendance target	
Reason for absence:	<ul style="list-style-type: none"> • • 				
What I dislike about Academy :	<ul style="list-style-type: none"> • • 				
What I'll do to improve my attendance :	<ul style="list-style-type: none"> • • 				
Help I need to reach my target :	<ul style="list-style-type: none"> • • 				
Signed by student :		Signed by staff :			



Appendix 10: Late Letter to parents / carers

Dear

To date has been late to Academy on occasions.

We have a legal obligation to monitor 's attendance and lateness. If there are any further lates during the next two weeks then will be referred to the Family Liaison Officer. This could result in a Penalty Notice being issued if there is no improvement.

The issuing of a Penalty Notice will be made in line with the Dorset Council's attendance policy. Each parent will be issued with a Penalty Notice for each child to pay £60 within 21 days or £120 within 28 days. Failure to pay this amount may lead to court proceedings being considered.

Yours sincerely

Head of Year

Via Academy Reception:

Via Head of Year:

Via Email: