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1. **PRINCIPLES:**

The aim of Rye Hills Academy is to:
- Encourage all students to attend regularly so they are able to take full advantage of our broad and varied curriculum, and exciting learning opportunities.
- Produce a culture which recognises the direct connection between attendance and academic achievement at the academy.

We aim to ensure:
- Students are registered accurately.
- Attendance targets are set for the whole academy, and individual students.
- Parents are contacted when reasons for absence are unknown or unauthorised.
- That student attendance and lateness is monitored, and acted on where necessary.
- Academy attendance statistics are being reported accurately.
- That good punctuality and high attendance rates are promoted and rewarded.
- Action/intervention/referral takes place as appropriate where there is a cause for concern.
- That the profile of attendance is raised throughout the academy community, weekly reports are shared with teachers, pastoral staff, the Senior Leadership Team (SLT) and attendance is a standard agenda item at all SLT meetings.

2. **PROCEDURES:**

Attendance is a whole school issue and an intrinsic part of the School Improvement Plan.

Rye Hills School has set a target of **96% or more for students**, with below **90% being classified as persistent absence**.

**Registration**

There are two registration sessions every day for students, which we are legally required to report on:
- AM registration takes place with a tutor, at 08:35am every day; this tutor-time lasts until the first lesson commences at 09:00am.
- The attendance of students who are dual registered or participate in an off-site educational activity will be checked each morning (before 9.30am) by contacting the relevant provision.
- The PM registration mark is picked up from the registers taken during Period 4; all teachers will ensure their register is taken within the first 10 minutes of the lesson and that the marks are updated if a student arrives late to class.
OFFICIAL POLICY FOR

ATTENDANCE POLICY

- Register completion for every lesson throughout the day is checked and chased up by the Attendance Team, on-call staff and the Senior Leadership Team.
- The Senior Leadership Team will carry out intervention with teaching staff regarding persistent inaccuracies or non-completion of registers if necessary.

Absence

- Parents must phone the Student Absence Line (01642 759991 or 01642 484269 opt. 2) before 9:00am on each day of absence from the academy.
- The Attendance Team will carry out 1st day contact, contacting parents of all students that are absent that day with no known reason. This contact is made by phone call and contact will be made with parents/carers by 11:00am where possible.
- Following the second day of any student’s absence, the Attendance Team will contact the parent/carer to discuss the continued absence, particularly where no explanation has been offered as to why the student is absent. Home visits will take place whenever possible.
- Parents must provide an explanation for the absence, by phone, email or on a written note. The Attendance Team will then authorise the absence (if the reason is acceptable to the academy), entering an appropriate code on the student’s attendance record. Parents must be reminded that it is the academy that will make the decision whether or not to authorise an absence; sending in a note of explanation does not automatically mean the absence will be authorised.
- Students with frequent or long-term sickness absence may also be required to produce medical certification.
- Persistent or frequent non-attendance will be formally referred through the Academy’s Staged Response Procedures for Non-Attendance.
- Tutors, College Pastoral Leaders and the Head of Y11 will monitor the attendance of students in their area. This will be an item for discussion at all relevant briefings and meetings regarding a student.
- The Attendance Team and Data Manager will work with the Senior Leadership Team, analysing overall attendance data in the school, looking closely at specific groups of students, in order to track progress and drive intervention.
- Teachers will be expected to liaise directly with College Pastoral Leaders regarding concerns they may have about a student’s attendance and/or punctuality to their specific classes, particularly where this is affecting student progress.

Holidays/Absence in Term-Time
Parents/Carers are required under the Education Act (1996) to ensure their child attends the academy regularly. There is no automatic right to take a child out of the academy during term time. The law does allow the Head of School to consider individual requests to authorise a leave of absence in exceptional circumstances only.

It is the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish any exceptional circumstances. The parent/carer may be invited in for a meeting with the Attendance Team to discuss the request before a decision is made. The Head of School must be satisfied that the exceptional circumstances justify the absence being authorised.

If a parent/carer intends to take their child out of the academy during term-time, they must complete a Leave of Absence Form (available from the academy office) supported by a letter to the Head of School, and submit them at least two weeks in advance of the planned date of absence.

Each request will be considered individually, taking into account a number of factors, including the child’s attendance, stage of education, progress to date and the reason for the planned absence.

If a request for an absence is refused and the child is then removed from the academy despite the refusal, the matter may then be referred to the Local Authority. The Local Authority may issue a Penalty Notice.

If a child is removed from the academy without submitting an absence request, the absence will be recorded immediately as unauthorised. The matter will then be referred to the Local Authority who may issue a Penalty Notice.

Where there is more than one child, each parent/carer may be issued with a Penalty Notice in respect of each child.

**Persistent Absence (PA)**

Persistent Absentees are students who have, or are at risk of having, an attendance of less than 90% attendance, as defined by the DfE. They will be identified at the earliest opportunity and intervention put in place to encourage improvement. An individual action plan may be drafted in conjunction with any relevant multiagency support teams. If attendance fails to improve, a referral to the Local Authority may be made via the Staged Response procedures.

An academy Persistent Absence register is put in place, overseen by the Attendance Team and Senior Leaders – individual action on persistent absentees will be carried out by relevant staff and/or the Attendance Team.

**Punctuality**
OFFICIAL POLICY FOR

ATTENDANCE POLICY

- AM registration is at 8:35am each day. The academy doors open at 8:20am and students arriving to registration after 8:35am will be marked late.
- Students arriving late to the academy must sign in late at the late doors.
- Students will be placed on an Attendance & Punctuality Report with their College Pastoral Leader in order to monitor their punctuality, if late on a regular basis.
- Every student arriving late, after 8:35am but before 9:00am will be placed in a 15 minute detention with their College Pastoral Leader.
- A member of staff will be on late door each day from 8:35 – 9:00am to challenge students and take a list of names of students that arrive late to school.
- After 9:00am, all late students must be directed to sign in late at reception. Registers must be updated when a student arrives late to class after the register has been taken. Students arriving late after 9:00am will receive a 30 minute detention with their College Pastoral Leader.
- Students that arrive after 9:30am are marked as absent and must therefore provide evidence for their absence. They may also receive a sanction if evidence is not provided.

Lesson Attendance

- Teachers will liaise with College Pastoral Leaders if they have concerns about students that arrive late persistently to their lessons; the College Pastoral Leader can then place the student on punctuality report to monitor their overall attendance to all lessons, and intervene as appropriate.
- The register will be taken within the first ten minutes of any lesson; this is a critical safeguarding protocol.
- Teachers will ensure they amend the mark on the register for any student who arrives late to their lesson (i.e. change from absent to late mark).
- Register completion for every lesson through the day is checked and chased up by the Attendance Team, on-call staff and the Senior Leadership Team.

Traffic Lights System

- The academy uses a traffic lights zoning system for attendance.
- It consists of 3 colour-coded ‘zones’; students will fall into one of these zones depending on what their attendance percentage is.
- There is a further linear breakdown of these coloured zones, to enable better monitoring and target-setting for students every term.
- This system will help staff to monitor students’ attendance and quickly identify any whose attendance is becoming a cause for concern, or may need to be taken through the formal Staged Response procedures.
Traffic Light Coloured Zones (Appendix B)

**Green Zone**  96.00% and above

At this level, mostly monitoring to ensure students do not slip from this zone and to use to inform rewards for good attendance.

**Amber Zone**  90.00 – 95.99%

If student’s attendance starts to drop into the Amber zone, this will trigger the start of the formal Staged Response for Non-Attendance procedures.

**Red Zone**  89.99% and below

At this stage the academy will be working with the support of the local authority’s Attendance and Welfare Service, and any other external support agencies where applicable.

**Student Planner**

- Tutors will issue termly attendance targets to students.
- Tutors will check every student’s planner each fortnight to confirm that he/she has recorded the percentage of attendance and that the planner has been signed by parent/carer.
- Tutors will record all Stage 1 attendance dialogues with students in their planner.

**Staged Response for Non-Attendance**

- In addition to the traffic lights system that helps to monitor attendance at a glance and trigger appropriate action/intervention, the school operates a **Staged Response for Non-Attendance**. This framework will ensure that the school makes early attempts to resolve any attendance issues/concerns internally and in a structured manner, only then making any referral to the Local Authority where the academy has been unable to bring about an improvement despite several levels of intervention.
- There are 5 stages of response involved; different staff are involved at each level *(please see staged response chart in Appendix A)*
- It is important that the intervention deals not only with attendance issues, but also the link to attainment and progress for the student concerned.
Rewards

- There is a reward system in place for attendance. This is designed to encourage students to improve their attendance and punctuality (both as individuals and in tutor groups) and we will be recognising and rewarding excellence as well as significant improvement or effort.
- The reward system is in line with our Reward Policy and will include letters or postcards home, issuing of certificates/award notices to students, celebrating in assemblies etc.
Appendix A

Staged Response for Non-Attendance

Stage 1  Intervention by Tutor
Dialogue between the student and his/her Tutor; intervention will be recorded in student’s planner. Attendance team and pastoral staff will monitor progress of Stage 1 students. Failure to improve will lead to the next stage.

Stage 2  Intervention by College Pastoral Leader/College Pastoral Mentor
College Pastoral Leader and/or Pastoral Support Officer will meet with student to discuss: attendance, punctuality, patterns in absence, reasons/causes for absence and will set a target for improvement.

Stage 3  Intervention - Attendance Team meeting
Parents/Carers are invited to attend a meeting to discuss the lack of improvement in attendance and to agree the action needed to make required progress. Parents/Carers are informed about the next step should their child’s attendance fail to improve after this.

Stage 4  Referral to and intervention by Attendance and Welfare Service
A referral is made to the Attendance and Welfare Service. The Attendance and Welfare Officer will in partnership with the school’s Attendance Team to tackle the poor attendance. A warning will be issued explaining the consequences of continued poor attendance.

Stage 5  Formal procedures by the Attendance and Welfare Services
Formal procedures implemented by the Attendance and Welfare Service which may culminate in prosecution.
### Traffic Lights Bands

<table>
<thead>
<tr>
<th>Band</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GREEN</strong></td>
<td></td>
</tr>
<tr>
<td>G1</td>
<td>99.00 – 100%</td>
</tr>
<tr>
<td>G2</td>
<td>97.00 – 98.99%</td>
</tr>
<tr>
<td>G3</td>
<td>96.00 – 96.99%</td>
</tr>
<tr>
<td><strong>AMBER</strong></td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>94.00 – 95.99%</td>
</tr>
<tr>
<td>A2</td>
<td>92.00 – 93.99%</td>
</tr>
<tr>
<td>A3</td>
<td>90.00 – 91.99%</td>
</tr>
<tr>
<td><strong>RED</strong></td>
<td></td>
</tr>
<tr>
<td>R1</td>
<td>88.00 – 89.99%</td>
</tr>
<tr>
<td>R2</td>
<td>85.00 – 87.99%</td>
</tr>
<tr>
<td>R3</td>
<td>Below 85.00%</td>
</tr>
</tbody>
</table>

NB: The minimum attendance expected from any student is 96% (Band G3)