Attendance Policy

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INTRODUCTION

The Raise Academy is passionate about achieving the best possible outcomes for our students. We will always endeavour to work in partnership with parents and carers. Our open-door policy and various lines of communication ensure parents/carers have immediate access to the support and advice they need to ensure their child is attending school regularly. Regular attendance promotes achievement and progress. Regular attendance also supports safeguarding and reduces risk.

As a Mental Health specialist school, we understand that there will be times that students do not feel emotionally or mentally able to attend school, in these circumstances The Raise Academy will support parents and students. The Raise Academy will work alongside parents/carers, students and other agencies to ensure that all students have access to the right support. We will aim to put strategies in place to ensure students feel able to attend school and recognise it as a safe space. Staff at The Raise Academy will encourage regular attendance and ensure that learning and progress can successfully take place.

EXPECTATIONS

The Raise Academy expects students to:

- Attend school regularly
- Arrive on time, appropriately dressed (See Home – School Agreement) and prepared for the day
- Arrive to lessons on time
- To conduct themselves appropriately
- Respect themselves, each other and all adults, including the school environment.

The Raise Academy expects parents/carers to:

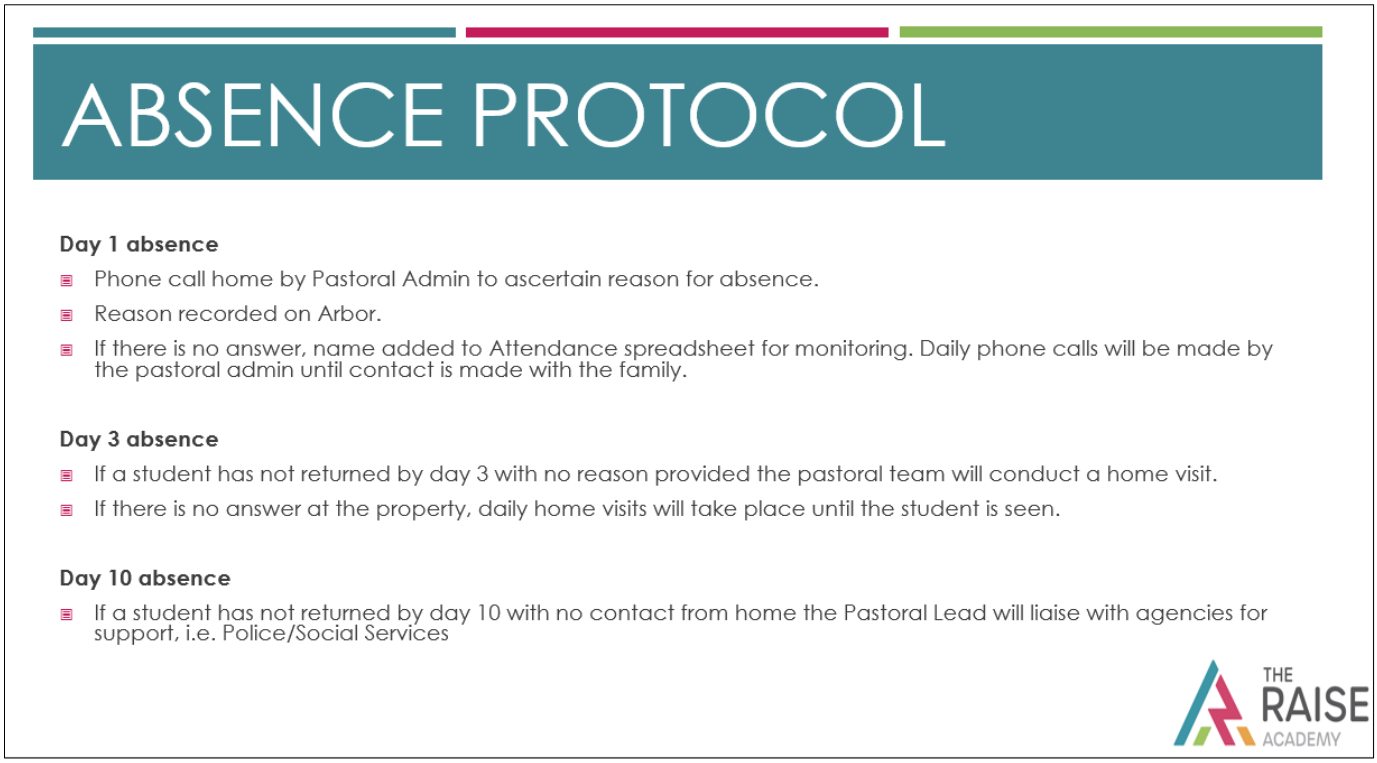
- Encourage their children to attend school
- Contact the office immediately if their child cannot attend school
- Send a note, medical card etc. to the school on return from sickness or absence
- Contact the school immediately if they become aware that their child is reluctant to attend school

Students and parents/carers can expect The Raise Academy to:

- Ensure that there is regular, efficient and accurate recording of attendance and time keeping as a statutory and legal requirement
- Contact home on first day of non-attendance
- Establish early contact with the home when a pattern of lateness emerges
- Act immediately on any problem notified to us
- Maintain confidentiality
- Provide positive measures to encourage good attendance
- Provide support for Students - to ensure a broad and balanced curriculum which supports personal, social, emotional, academic and moral development
- Provide a welcoming, safe and nurturing environment in which each student valued and supported
- Build and maintain effective partnerships between the school and its parent/carer body, external support agencies and the wider community

HOW WILL THE RAISE ACADEMY DEAL WITH ABSENTEEISM?

The Raise Academy uses a computerised registration system (Arbor) to monitor students' attendance. The Raise Academy will identify students whose attendance is a cause for concern. These students will be targeted to receive additional support from the school and/or relevant external agencies. The following chart shows how The Raise Academy will respond to absence.



Stage	Attendance Graduated Response
Stage 0 (Form Tutor)	100% Attendance message via Dojo Reward and Recognition – **Form Tutor** to organise PD Curriculum – importance of attendance Termly reward organised by the **Pastoral Lead**
Trigger	Weekly attendance to be monitored. When attendance drops this will move to Stage 1.
Stage 1 (Form Tutor)	Communication Home via phone call/Dojo regarding the attendance. Improvement Plan to increase over the next week and recorded on CPOMS and Attendance Tracker. If there has been an improvement recognition of improvement reward to be given by **form tutor**
Trigger	Unsuccessful Stage 1 Plan Outcome (attendance has not increased in the monitoring period)or decreases.
Stage 2 (Form Tutor & Pastoral Staff)	Parental Meeting (face-to-face). Organised by the **Form Tutor.** School Attendance Planning Meeting – Attendance plan document to be completed by the **Pastoral Officer.** Improvement Plan with Rewards for Improvement recorded on CPOMS. RAG Timetable
Trigger	Failure of Stage 2 Plan Persistent absence with no increase in attendance.
Stage 3 (Form Tutor & Pastoral Lead)	School Attendance Planning Meeting (face-to-face) to be organised by the **Form Tutor.** Attendance plan document to be updated Referral made to the EBSNA team and/or other service such as Family Help etc.
Trigger	Failure of Stage 3 Plan (Attendance continues to drop) Continued pattern of absence
Stage 4 (Pastoral Lead & SENDCO)	Meeting held to discuss alternatives for education, potentially review of placement and/or tuition in the community. Organised by the **Pastoral Lead.**

PUNCTUALITY AND LATENESS

School starts at 9:30am students are expected to be in Form for this time, school opens its doors from 9:15am and students will be provided with breakfast on arrival. Students must attend school on time for morning registration. After this time the register will be closed.

INTERNAL TRUANCY

All students are expected to have a mark in the register for AM and PM sessions and be present for the duration of the lessons unless they are absent or have other authorised circumstances i.e. a meeting, counselling, mentoring or a medical or dental appointment. Due to the nature of our school, we understand that there may be reasons, due to their health that students cannot manage a full timetable, this, again will be assessed, evaluated and monitored by staff and SLT to ensure that students need are fully met and taken into consideration. Any amendments to timetables or the school day will be at the discretion of the Headteacher or Senior Leadership Team.

Internal and external truancy will be monitored daily by The Raise Academy staff. Where appropriate, concerns are to be raised by class teachers in the first instance for further action.

Meetings may also be organised with the student to discuss their attendance to lessons with our Pastoral Lead or their form tutors.

If truancy continues, parents/carers will be invited in for a meeting. Depending on the outcome of meetings, an action plan will be drawn up and appropriate

strategies implemented to support the student. This may include interventions, revision of their timetable. They may be times when a meeting with the local authority with take place to discuss the child's placement at the school.

This could potentially lead to an interim review of the child's EHCP and potentially a change of provision.

POSITIVE MEASURES TO IMPROVE GOOD ATTENDANCE

The Raise Academy will seek to encourage good attendance and punctuality with the student through tutorial work and assemblies. Good attendance will be seen as an achievement in its own right and recognised as such with rewards such as certificates and prizes and a half-termly trip for those on 100% attendance.

Students will be rewarded with certificates termly and annually for achieving 100% attendance.

ATTENDANCE AND PUNCTUALITY INTERVENTIONS

The Raise Academy will use a variety of interventions to address issues of attendance and punctuality. The Academy will work both independently and with the Local Authority in establishing the correct intervention to be applied. Interventions will include:

- Attendance plans twice each half-term.
- Various academic and emotional wellbeing and mental health interventions
- Support from outside agencies, such as CAMHS, Youth Service and NHS
- Pastoral Support
- Parental Support
- Early Help Assessments and action plans

ROLES AND RESPONSIBILITES

All Staff

- Ensure that SLT/school office staff are informed if a student does not arrive for lesson
- Remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the Pastoral Lead, or Headteacher.

School Office Member

- Ensure that am and pm registers are completed
- Initial point of contact to parents/carers

- Ensure that absence calls are completed by the school office daily to parents/carers of non-attendees
- Ensure that the attendance registers are up to date and are completed correctly and on time in cooperation with teaching staff
- Will inform The Raise Academy staff of reason for non-attendance, if any, via register note and/or email
- Update registers where necessary
- Support Form Tutors with the monitoring of attendance, punctuality and truancy
- Ensure that periods of non-attendance are followed up
- Support the Pastoral Lead to Track and target individual students to improve levels of attendance
- Communicate regularly with parents/cares of non-attendees and follow up concerns of staff
- Work with Form Tutors to address issues of non-attendance and truancy to
- Monitor the attendance of offsite provisions and ensure that registers are received
- Coordinate and implement of any reward scheme that is linked to attendance and punctuality
- Work with Form Tutors to implement targeted support strategies to address issues of non-attendance and truancy

Pastoral Lead

- Take a strategic lead on raising levels of attendance
- Be responsible for overseeing all issues regarding attendance and will meet regularly with the Halton Services (SEN Team) to review and implement strategies for raising attendance
- Authorise absences and referrals where appropriate
- Communicate regularly with The Raise Academy staff and the Senior Leadership Team regarding all issues of attendance and punctuality
- Prepare formal reports for the Headteacher and The Raise Academy Board of Associates as and when required to be presented at Full Board meetings and Sub-Committee meetings
- Will oversee a service which enhances existing provision to support learning, participation and encourage social inclusion
- Will attend meetings with parents/carers and students
- Work with young people and their families who are referred for attendance reasons to identify strategies and support systems to ensure reintegration and improved attendance
- Work alongside and support other key staff to implement targeted support strategies to address issues of non-attendance and truancy
- Complete home visits to students and their families to ascertain reasons for poor/nonattendance

- To work alongside other key professionals to support improved and regular attendance.
- To maintain and monitor Student Plans, documenting trends in absenteeism, lateness or truancy

Pastoral Support Officer

- Will oversee a service which enhances existing provision to support learning, participation and encourage social inclusion
- Will attend meetings with parents/carers and students
- Work with young people and their families who are referred for attendance reasons to identify strategies and support systems to ensure reintegration and improved attendance
- Work alongside and support other key staff to implement targeted support strategies to address issues of non-attendance and truancy
- Complete home visits to students and their families to ascertain reasons for poor/nonattendance
- To work alongside other key professionals to support improved and regular attendance.
- To maintain and monitor Student Plans, documenting trends in absenteeism, lateness or truancy

Form Tutors

- Will provide a service which enhances existing provision to support learning, participation and encourage social inclusion
- Document trends in absenteeism, lateness or truancy and report to the Pastoral Lead.
- Will attend meetings with parents/carers where necessary
- Will contact parents/carers on the 2nd day of absence or when advised by Pastoral Lead to offer support and ensure welfare
- Will conduct weekly welfare calls.
- Work with students and their families who are referred for attendance reasons
- Work alongside other key staff to implement targeted support strategies to address issues of non-attendance and truancy

Family Support Services, ~~Halton Services and Education Welfare Officers (EWOs)~~

- Work with The Raise Academy at a strategic level to increase attendance and action plan for individuals
- Attend meetings and reviews with parents regarding attendance and will liaise with parents/carers of young people referred to the relevant service

- Attend meetings e.g. Group meetings with Educational Psychologists or CAMHS, Annual Reviews, Interim Reviews, Early Help Meetings, Professional/Group Supervision Meetings, PEP meetings.

Leave in Exceptional Circumstances is at the discretion of the Headteacher and will be considered on a case by case basis. Any parent/carer taking their child out of the school during term, for any reason, without the permission of the Headteacher will result in an unauthorised absence and possible referral to the Localities Services.

APPENDICES

Letter of commendation

The Raise Academy

Widnes

08 January 2024

Dear Parent /Carer,

This letter is to inform you of how pleased The Raise Academy staff team are with _____ current levels of attendance.

At present _____attendance is excellent and is 100%. This is having a positive effect on learning and is increasing _____ chances of reaching his/her full potential.

May I take this opportunity to ask you to continue encouraging _____ to access the support offered at The Raise Academy. I hope that _____ will continue to achieve high levels of attendance during the coming term.

The Raise Academy aims to give _____ the best possible support and education. We rely on your support and regular communication to achieve a greater chance of _____ succeeding.

Yours sincerely,

Attendance Concerns 1

The Raise Academy,

Widnes

8th January 2024

Attendance Concerns 1

Dear Parent /Carer,

I am writing to inform you that _____ attendance has now fallen below 90% and is beginning to present a concern to us. Students not arriving in school on time can also affect attendance figures. I would therefore advise you that I will be closely monitoring and documenting _____ attendance and punctuality from now on.

May I take this opportunity to remind you that it is extremely important that you ensure your child attends school regularly and punctually and this is your legal responsibility.

You should inform the school every time that your child is not in school on the above number and leave a message.

Please ensure that _____ is in school by 9.30am and attends regularly. Should it be necessary for _____ to be away from school, please ensure you telephone The Raise Academy before 9.30am to advise of the reason for absence.

Should you require any support or need any further information, please do not hesitate to contact me or consult The Raise Academy Attendance Policy.

Yours sincerely,

Attendance Concerns 2

The Raise Academy,

Widnes

8th January 2024

Dear Parent /Carer,

Further to our conversation today regarding _____ attendance. I would like to confirm that I have met with _____ to discuss how this can be improved.

Please be aware that should_____ attendance continue to be a concern, we will have no option but to call you into school for a formal meeting to discuss how improvements can be made.

Yours sincerely,

Attendance Concerns 3

Dear Parent/Carer,

I am writing to bring to your attention_____ attendance figure, which is currently at XX %. This is presenting a serious concern to the school and could lead to external agencies being involved ~~and possible court action.~~

I have made an appointment time for you to come into school on _____insert date and time). At the meeting we will discuss how to make improvements and other options available.

I look forward to meeting with you.

Yours sincerely,

Attendance Concerns Meeting 1

The Raise Academy

Widnes

8th January 2024

Dear Parent /Carer,

This is to inform you that we have concerns about _____ attendance, as since returning to school _____ attendance to school has fallen to XX%. Despite numerous attempts we have not been unable to contact you to ascertain the reason for _____ absences.

I would like to arrange a meeting to discuss these attendance issues. A provisional date has been set for _____ (insert date and time). This meeting will take place at The Raise Academy. Please contact The Raise Academy to either cancel or confirm.

If you have any queries about this, please do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Attendance Concerns Meeting 2

The Raise Academy

Widnes

Dear Parent /Carer,

I am writing to inform you that we have concerns about _____ attendance, as since returning to school in September your child's attendance to school has fallen XX%.

Despite numerous attempts we have been unable to contact or meet with you to ascertain the reason for these absences.

As there has been no improvement in _____ attendance I would like to arrange to discuss theses attendance issues. The meeting will take place at The Raise Academy, and a provisional date has been set for _____ (Insert date and time). Please contact The Raise Academy to either cancel or confirm.

If you have any queries do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Persistent non-attendance (internal truancy)

The Raise Academy

Widnes

Dear Parent/ Carer,

Re: Persistent non-attendance of lessons

Having carried out a review of lesson attendance I write to inform you that your child's attendance this term has fallen well below acceptable standards for The Raise Academy students. Whilst s/he has been turning up for school most mornings s/he is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both _____ and other students in the school.

I will be working with _____ tutor over the next week or so to set attendance targets for _____. We will also discuss what further support can be put in place. Hopefully this will be enough to improve her/his participation in lessons. We are keen to achieve the best possible outcomes for our students, if _____ is unwilling to engage with our support then progress will be difficult to achieve.

I trust I can rely on your cooperation in this matter and would ask that you speak with _____ about her/his future conduct. If you have any questions or would like to meet with somebody to discuss _____ current school experience, please contact me on the number above.

Yours sincerely,