

# Invergordon Academy



**P**ositive **E**thos, **O**bvious **P**upil-centred **L**earning **E**nvironment

## Promoting Attendance Policy



## **Rational**

At Invergordon Academy we aim for an environment which supports student wellbeing that enables and encourages all members of the school community to reach out for excellence. To do this it is crucial that every child attend school every day and on time. Positive and consistent attendance at school is a legal requirement for all, it is our responsibility to work collaboratively with students, their families and partner agencies to support wellbeing, attendance and therefore attainment and achievement. In light of the Positive Relationships Framework launched by Highland Council in November 2018, it is necessary to take a relational approach to attendance, where we support students and their families, whilst ensuring rigorous tracking and monitoring with timely interventions where necessary.

## **Why regular attendance is important.**

Any absence affects the pattern of a student's learning and regular absence will seriously affect their progress. Parents are by far the most important influences in children's lives and learning. Supporting regular attendance at school is a priority because of its impact on individual student's attainment as well as their Health and Wellbeing.

Every student should aim to have a minimum of 95% attendance. Anything less than this will impact on their education. Through the school year we will monitor absences and punctuality to show us where improvements need to be made.

## **Understanding types of absence**

At Invergordon we realise that absence can be caused by many different factors. When monitoring attendance, we aim to understand why a student may not be attending school. This will involve identifying barriers our young people may face and then looking to work with the young person and their support network to develop strategies that will help improve their attendance. Absences are classified by the school as either authorised or unauthorised. This is why information about the cause of absence is always required.

**Authorised** absence include illness, medical or dental appointments, Young Carers, failure of school transport due to breakdown or adverse weather, weddings or funerals of close family member.

**Unauthorised** absence includes most family holidays, parent condoned absences, school refusal, truancy or unexplained. This type of continued absence can lead to the authority using sanctions or legal proceedings.

### **Promoting regular attendance**

Helping to create a pattern of regular attendance is everybody's responsibility; parent/carers, students, and all members of school staff. To help us all focus on this the school will:

#### **Positive Reinforcement/Rewards:**

- Report to parents through Interim and full reports their child's attendance and punctuality;
- Celebrate good attendance by displaying individual and class achievements.
- Reward good and improving attendance through shout outs, hot chocolate, house points, reward days and biscuits in café termly

#### **Support Strategies, depending on the nature of the absence may include:**

- Guidance Teachers and CSWs liaise with student and family.
- CSW input
- Child's Plans/ Individual Education Plan.
- Target Setting
- Letter home
- Home visits
- Solution Focus Meeting if support from other agencies required e.g. School Nurse.
- Personalised timetable to meet the needs of the learner.
- Time out card.
- Explore blended learning to minimise the impact of absence.

## **Illness and procedure**

If a student is ill and cannot get to school a parent/guardian should phone the school attendance line to let them know.

If a student is absent from school because of long term illness or conditions they should inform the school and arrangements will be made for learning to be continued.

Where unauthorised and a young person's attendance falls below 90% either the Child Support Worker (CSW) or the Guidance Teacher will interview the pupil and their return to see if school can support the improvement of their attendance and a letter will be sent home explaining the reasons good attendance is expected.

## **Lateness**

Lateness impacts on the individual, the class and the teacher and should be avoided where at all possible. Lateness is recorded on each student's individual record of attendance and will be regularly reviewed. Any regular pattern of lateness will be discussed with the young person so a solution can be found.

When arriving late for school students should either:

1. If during Tutor time students should go directly to Tutor time and the class teacher will mark them as present.
2. If after Tutor Time is finished students should report directly to the school office so that their attendance can be updated.

## **Invergordon Academy's Process to Support Improving Attendance.**

Attending school is vital for the young people to achieve their potential. If a young person is not attending Invergordon Academy regularly without a satisfactory explanation being provided, the school will take a staged approach to support the young person. The stages are:

### Stage 1

- Parents/guardians are informed by letter or email if the young person's unauthorised absence falls below 90% and the relevant Guidance Teacher or CSW will encourage the young person to ensure full attendance.

### Stage 2

- If there is no improvement within 3 weeks a further notification will be sent. The young person Guidance Teacher or CSW will meet with them to agree more concrete strategies to improve attendance and placed on an attendance card. These strategies will be shared with home.

### Stage 3

- If there is still no improvement after a further 3 weeks, the school will arrange a further meeting including the Senior Management team will be planned to agree an Attendance Action Plan which will be monitored by the CSW.

### Stage 4

- If the attendance Action Plan brings no improvement after agreed period a Solution Focused Meeting will be arranged with other agencies and partnerships in attendance.

### Stage 5

- If there is still no improvement over the following 4 weeks and attendance is below 80% the school will make contact with the Social Work Practice Lead to discuss further options. Parents will be invited in for a Child's Plan meeting

### Stage 6

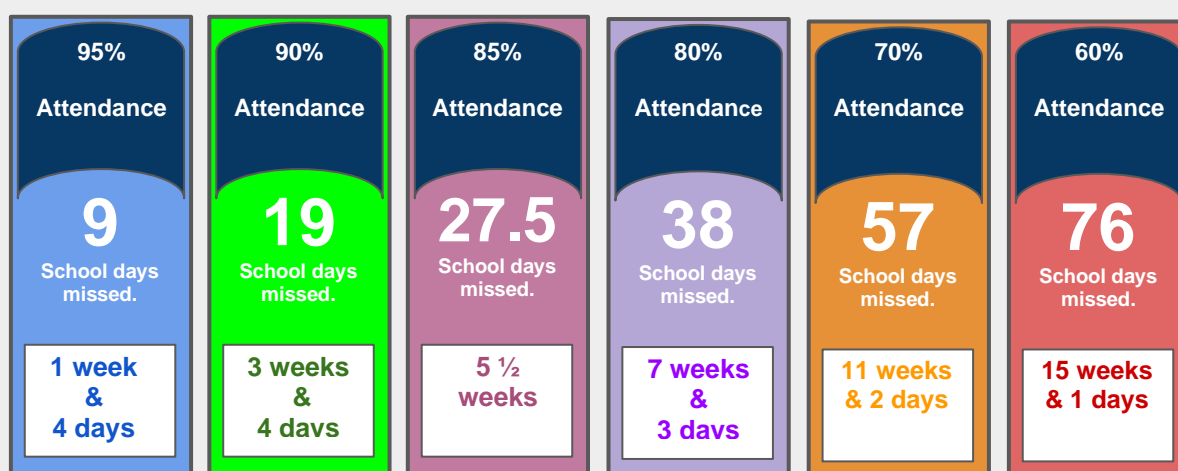
- If attendance over a 3 month period falls below 50% the school will notify the Area Education Manager and contact with parents will be made.



# Invergordon Academy

Positive Ethos Obvious Pupil-centred  
Learning Environment

## *Every day in school matters ...*



## *... and minutes make a difference!*





## Invergordon Academy Attendance Reporting

Please can you inform Invergordon Academy if your child is absent from school due to illness, dental appointments etc. before 09:00.

To inform the school of your child's absence please leave a message on the absence line on 01349 855942 or send a text to 07860009041.

All pupils must be in school and in Tutor Time by 08:40.

