

# BEHAVIOUR POLICY

## GENERAL STATEMENT

Walworth Academy believes that regular, punctual school attendance is vital for high achievement in order that students can be the best that they can be. Absence from school is recognised as a safeguarding issue as it places children at risk and in some cases it can result in students being drawn into anti-social or criminal behaviour.

Regular attendance of students is closely related to their levels of achievement. This makes the issue of regular attendance of great importance. Under education legislation, parents have a duty to ensure that their children attend school regularly and punctually. Failure to do so, without reasonable excuse, can result in referrals to the Education and Welfare Attendance Service (EWAS) with the prospect of fines or prosecution for those parents, should a child's attendance not improve rapidly.

## EXPECTATIONS

Good attendance and punctuality depend on a partnership between students, parents and carers, the academy and outside bodies like EWAS. For its part, the school expects the following from students and parents and itself follows this practice:

### **Students are expected to:**

- Attend school regularly.
- Arrive in school in good time, for the start of lessons at 8.30 am each morning.
- Attend all lessons promptly.

### **Parents are expected to**

- Make sure that their children attend school regularly.
- Make sure that their children arrive at school in good time, for the start of lessons at 8:30am.
- Contact the academy by telephone on the first day of absence if their child is unable to attend for any reason, followed by a written note on return.
- Ensure that their children are in proper school uniform.
- Ensure that their children are properly equipped for school.
- Arrange medical appointments and holidays outside school time where possible.
- Contact their child's tutor or the receptionist in the appropriate small school to discuss any concerns that they may have and which could affect their child's attendance. (Chaplin and Babbage are the two small schools at Key Stage 3 for Years 7,8 and 9; Seacole is the small school for Key Stage 4 for Years 10 and 11.)

### **Staff at Walworth Academy are expected to:**

- Register students efficiently and accurately during lesson 1 and again during lesson 6 according to current regulations.
- Pass on concerns about absence to the Senior Leadership Team (SLT) in the relevant small school, if a student fails to attend without satisfactory explanation.
- In cases of concern a tutor or member of staff must be mindful of the safeguarding policy and implications around non-attendance; thereby notifying the safeguarding coordinator via a "CP snippet".
- Promote attendance by taking account of each student's individual needs.
- Aim to co-operate fully with other agencies to encourage punctual attendance at school.
- Provide regular reports on each student's attendance to parents.
- Set demanding yet realistic targets for whole school attendance. The current target for every year group is an average attendance over the year of 92%.

## **PROMOTING HIGH ATTENDANCE AND PUNCTUALITY**

The basic process consists of:

- regular and frequent analysis of the data and then
- reviewing what is necessary and working well and
- devising new strategies to improve attendance and punctuality.

This will involve rewards and sanctions as appropriate for groups and individual students. More specifically:

- Staff are expected to use the ePortal section of the Academy's Information Management System to record at each lesson and at registration, the attendance, lateness and authorised absence data. All staff should emphasize at all times the importance of good attendance.
- Small school SLT analyze the attendance statistics of their respective cohorts each week, aiming to encourage high attendance and good punctuality through leadership of their small school population, through assemblies, group meetings and one-to-one meetings with parents, and through working closely with the Education Welfare Officer (EWO) allocated from EWAS.
- Action on attendance is identified at small school level by the Senior Management team in order to monitor and ensure the effectiveness of the strategies and procedures adopted.
- The SLT member with primary responsibility for attendance reports each week to the SLT about trends in attendance and the overall figure of attendance to the Academy.
- Designated staff at small school level monitor attendance on a daily basis, making sure that the raw attendance data is as accurate as possible, making calls to parents/carers for unauthorised absence on the first-day, updating the Unauthorised Absence Register Spreadsheets as appropriate.
- A designated person within each small school is the primary liaison point with EWAS, producing fortnightly reports and analysis to monitor individual and group attendance.
- The designated person liaises with the SLT member with responsibility for attendance to coordinate action on poor attendance through the use of Attendance panels held jointly with EWAS. This action on persistent absence - defined nationally as less than 80% - is a formal early intervention concerns ahead of a referral to EWAS when attendance is below 60%.

## WORKING WITH OTHER AGENCIES

The academy co-operates fully with the work of EWAS, especially in regard to court action in appropriate cases and to the off-rolling procedures we follow in regard to safe-guarding pupil safety.

## OTHER AREAS OF WALWORTH ACADEMY WHICH AFFECT ATTENDANCE

Students will come to school more regularly if they like being here and can work in a safe, purposeful environment.

It is therefore, essential that all staff are mindful of :

- Providing a welcoming, safe and disciplined learning environment
- Students engaging with pastoral support
- A suitable and stimulating curriculum
- Inspiring and challenging teaching
- Targeted curriculum support
- Child Protection and issues around safeguarding to support the Every Child Matters agenda
- Extended schools opportunities to engage student interest and enjoyment
- Gifted and Talented students and developing such skilfulness

It is essential that these aspects of school life are seen as part of the drive to encourage students to be the best that they can be in order to instil the values of good attendance and punctuality at the academy.