



Understanding & Supporting Attendance

Attendance Information for parents, carers and guardians to support their child's behaviour for learning, academic progress and personal development

At Ormiston Horizon Academy we will support parents and carers in meeting their legal duty to ensure their child is provided an opportunity to access a comprehensive and full-time education.

2022/23

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Introduction

The importance of attendance



Principal: Mr A W Fitzgibbon BSc (Hons) PGCE
Turnhurst Road, Tunstall, Stoke-on-Trent, ST6 6JZ
Tel: 01782 883333

Email: info@ormistonhorizonacademy.co.uk
Twitter: @OHorizonAcademy
www.ormistonhorizonacademy.co.uk

Dear Parent/Carer

Now the year is well underway, I would like to raise everyone's awareness of the importance of full attendance. Attendance at school is a critical and important factor in ensuring that children benefit from their education. It is recognised nationally that those who have lower attendance achieve less well than those with good and excellent levels of attendance across their school life.

At Ormiston Horizon Academy, our attendance, pastoral and curriculum teams monitor and support attendance. We contact families as any absence immediately stops the students learning and therefore their progress in each subject being missed

As our policy states, improving and maintaining excellent attendance is everyone's business. At Ormiston Horizon Academy we are here to help parents and carers keep their children in school to help them learn and achieve.

We share information around attendance on an individual and whole academy basis. In this booklet, we aim to detail some of the facts around attendance and how we communicate, encourage and support attendance. This is done through tutor notices, year team newsletters, postcards and letters home, push/text notifications on our parent Edulink portal, academy website, rewards systems, information screens in the academy, telephone calls home and face to face visits and meetings.

Please contact us if you need help, support or advice relating to any attendance and punctuality challenges you face no matter how small, short or long term they may be.

Sincerely,

A handwritten signature in blue ink that reads "J. Amps" with a stylized flourish at the end.

Mr. J Amps
Vice Principal

**Raising aspirations
Transforming lives**



Academy policies

Our Policy

Like all schools and academies, we have an attendance policy and clear actions for supporting attendance.

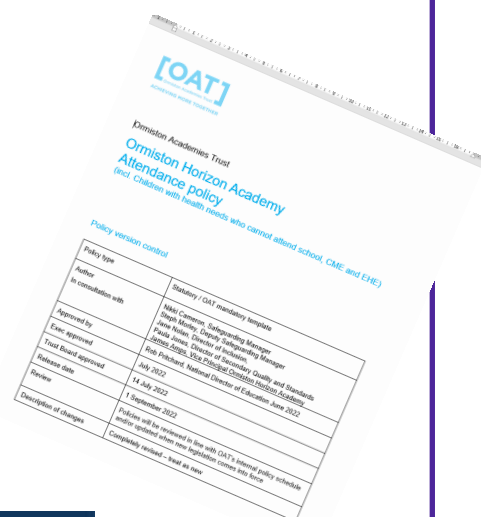
You can view, read and download a copy of our attendance policy and other information direct from our academy website:

Key information for attendance link:

<https://ormistonhorizonacademy.co.uk/key-info/attendance>

Policy UR: Link:

<https://ormistonhorizonacademy.co.uk/admin/wp-content/uploads/sites/19/2022/05/Attendance-Policy-Sept22.pdf>



Our Process



As stated in our policy and the Department for Education Attendance guidance it is the primary and legal responsibility for parents or carers to ensure that their child of compulsory school age attends a full-time education. At OHA this means that each pupil is expected to attend the academy every day.

In line with our academy trust, we at OHA, provide information through the website and specific individual attendance information through the Edulink Parental portal. The portal can be accessed through android or iOS (apple) devices as well as standard web browsers on any computer or tablet device linked to the internet. **If you need a reminder of your login details or do not yet have these, please contact reception.**



Traffic Light Monitoring System

The importance of attendance

We use a 'traffic light system' to track, monitor and plan actions to support and improve attendance. The examples below indicate different actions that we may take at different levels of attendance.



96-100%

Attendance levels are good to excellent (Less than

Positive encouragement/incentives/rewards applied to help maintain high levels of attendance and recognise students within this area.



**Below
96%**

Attendance levels beginning to cause concern

Analyse data and provide reports to regularly monitor attendance/reasons for absence, patterns etc. Letter from school staff warning parents of concern and advise that future absences not to be authorised unless medical evidence is provided.



**Below
93%**

Attendance levels causing more significant concern

Parents may be invited to a meeting/attendance panel at school and an Attendance Action Plan or contract agreed. A date for plan/contract to be reviewed is agreed at the meeting (A minimum of half a term is tracked at this point), individual attendance target set.



***Below
90%
**Below
85%**

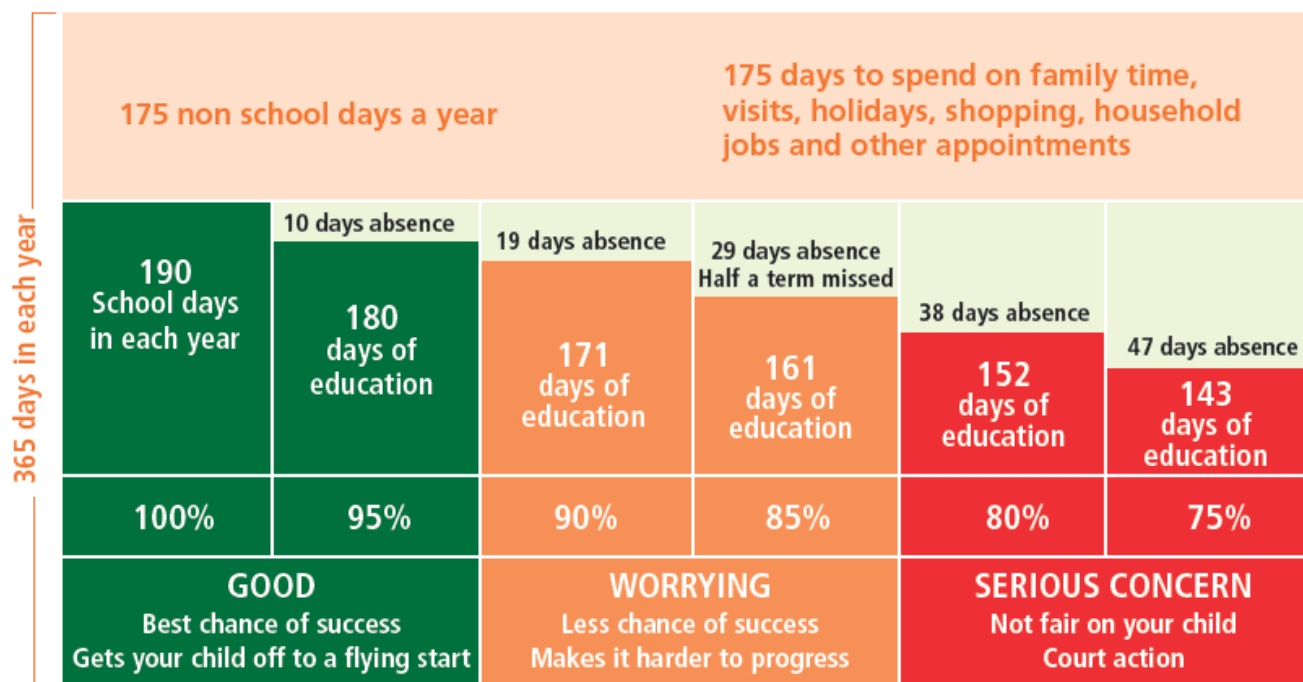
Attendance decreased to an unacceptable level – below persistent absence rate – despite interventions by school staff

*Below 90% – refer to Family Support Services when complex issues identified.

**Below 85% – refer to EWO for review and prosecution.

What do attendance percentages mean?

The Facts about poor attendance



Missing out on lessons leaves children vulnerable to falling behind.

Children with poor attendance tend to achieve less in both primary and secondary school. The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

Our tables below places absence in the context of the days children miss at school based on a school being opened for 190 days per year. Table 1 shows absence across the year and table 2 indicates days lost in a 6 week or half term period.

Table 1.

Number of days absence	Equals attendance one school year
9.5 days	95%
19 days	90%
28.5 days	85%
38 days	80%
47.5 days	75%
57 days	70%
66.5 days	65%

Table 2.

Number of days absence	Attendance over a 6 week period (~ half a term)
1.5 days	95%
3 days	90%
4.5 days	85%
6 days (1 day off every week)	80%
7.5 days	75%
9 days	70%
12 days (2 days off every week)	60%

Punctuality as part of good attendance

The importance of Punctuality

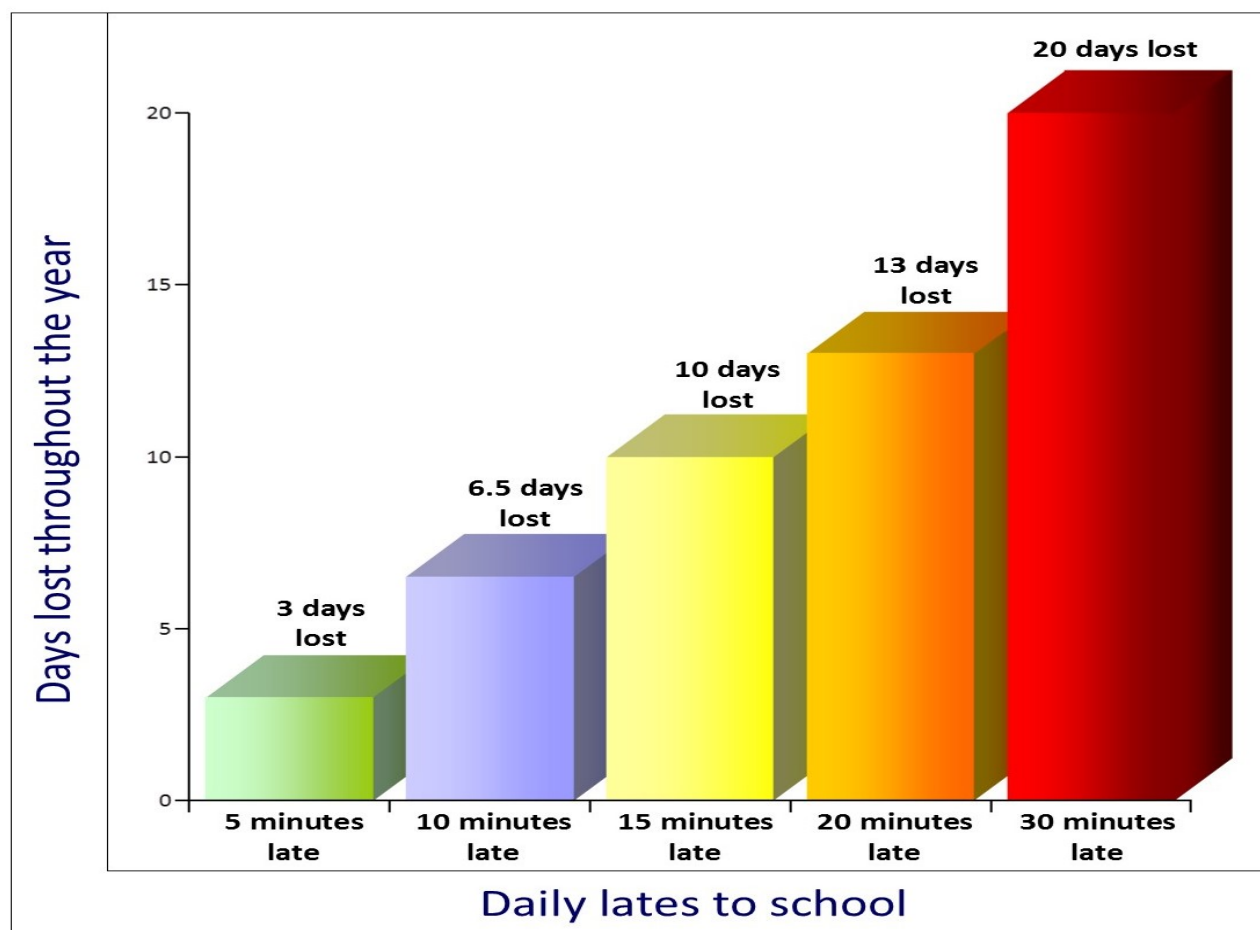
Being on time to the academy is important.

At OHA we have taught lessons right from our start time at 08:30am every day.

At OHA we support students in making a positive and organised start to their day in personal tutor time as well as delivering assemblies, personal social health education, world studies sessions, careers and future pathways information and subject based interventions.

If a student is 10 minutes late to the academy every day, this equates to 6.5 days of absence in the year and means their attendance can only be 93.5% even if they are never off ill or away from school for any other reason.

Being on time and getting in to good habits at school helps set students up for college and the world of work too as being organised and on time is a key factor for maintaining success later in life. Those arriving late to the academy receive a B2 20-minute detention on each occasion they are late. Patterns of lateness are then picked up with further communication home and students are likely to be placed on report to ensure they improve.



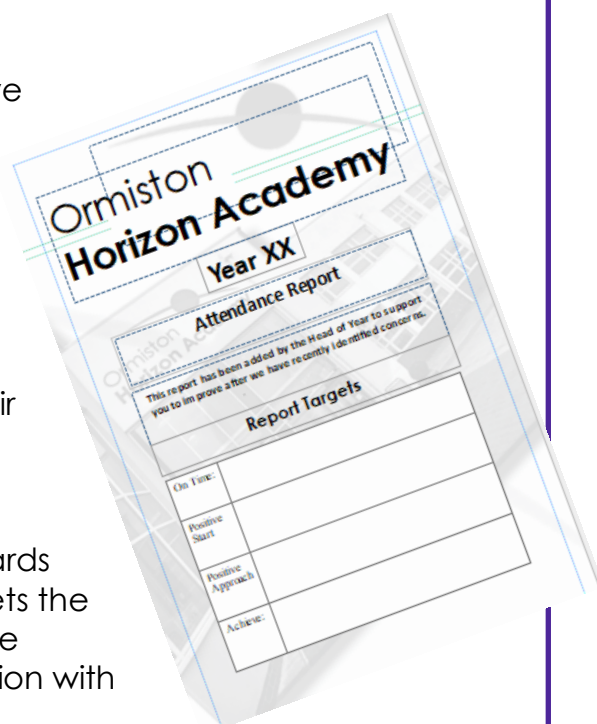
Reports and Attendance Contracts

Attendance Reports

If a student's attendance begins to cause concern we aim to explore and support the reasons for this.

As part of a support process a student may be placed on an attendance report to either their Personal tutor (PT), head of year or raising standards Leader (RSL). These reports allow parents and Students see in detail how their attendance or/and Punctuality to the academy or class is impacting their Learning. It also allows them to see and celebrate improvement as targets are met.

While on report, students are still able to access rewards systems if their attendance during these periods meets the criteria set out for all students and additional bespoke rewards may be set as part of the report in consultation with the student and home.



The form is titled 'Ormiston Horizon Academy Year XX Attendance Report'. It includes a section for 'Report Targets' with a table for 'On Time', 'Positive Start', 'Positive Approach', and 'Achieve'. A note states: 'This report has been added by the Head of Year to support you to improve after we have recently identified concern.' The form is tilted and overlaid with a watermark of a person's silhouette.

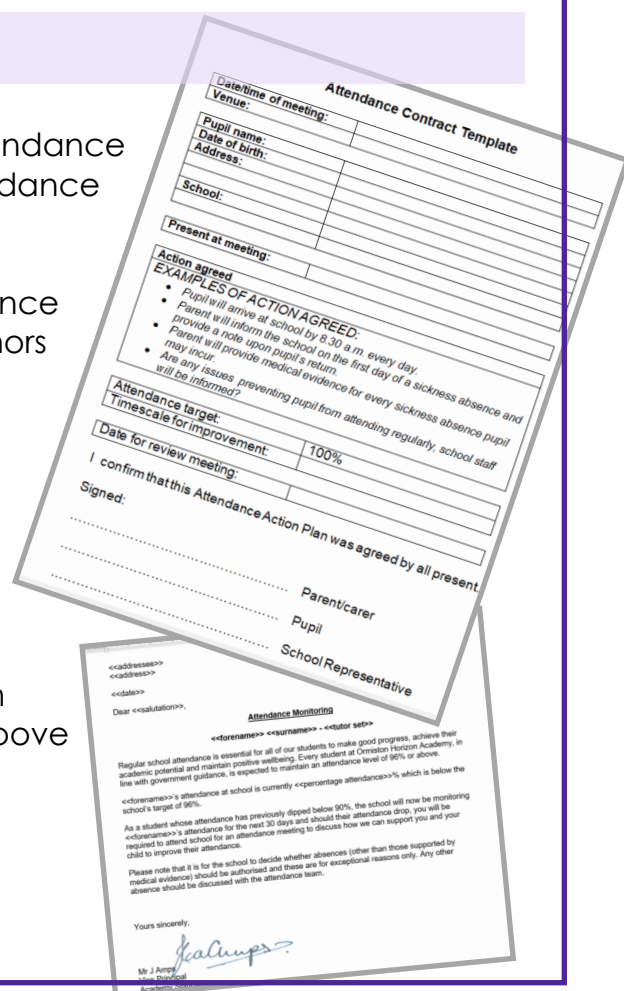
Attendance Clinics and Panels

As an academy we convene half-termly to run attendance panel meetings for parents of students where attendance is a concern.

Attendance clinics and panels include our attendance Officer and may include other senior staff or governors where this is felt necessary as part of the academy trust and legal process followed through our policy.

Parents are invited into the academy for the meeting and attendance targets for improvement are set as well as any support reviewed and needs discussed.

Any reports or contracts then remain in place for an agreed period of time and until attendance rises above Persistent absence thresholds (90%+)



The top form is the 'Attendance Contract Template'. It includes fields for 'Date/time of meeting', 'Venue', 'Pupil name', 'Date of birth', 'Address', 'School', and 'Present at meeting'. It also has a section for 'Action agreed' with 'EXAMPLES OF ACTION AGREED' such as 'Pupil will arrive at school by 8.30 a.m. every day', 'Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return', and 'Parent will provide medical evidence for every sickness absence pupil may incur'. It also includes 'Attendance target', 'Timescale for improvement', 'Date for review meeting', and a section for 'I confirm that this Attendance Action Plan was agreed by all present' with lines for 'Parent/carer', 'Pupil', and 'School Representative'.

The bottom form is an 'Attendance Monitoring' letter. It is addressed to 'Dear <salutation>' and includes a section for 'Attendance Monitoring' with a note: 'Regular school attendance is essential for all of our students to make good progress, achieve their academic potential and maintain positive wellbeing. Every student at Ormiston Horizon Academy, in line with government guidance, is expected to maintain an attendance level of 90% or above.' It also includes a section for 'Attendance Monitoring' with a note: 'As a student whose attendance has previously dipped below 90%, the school will now be monitoring school's target of 90%.' The letter is signed 'Yours sincerely, Mr J. Armit' and has a signature 'J. Armit'.

Prevention, Intervention, Persistent & Severe Absence

Letters home

At Ormiston Horizon Academy we want parents or carers to be fully informed as to what their child's current attendance is and what needs to be done.

There are a range of letters we use to make contact When attendance begin to cause concern. These are intended to raise awareness and offer opportunities for support as well as explain where in our attendance system a child is.

Copies of all letters home are kept in a students file so that we are able to monitor the support offered and what other options remain to improve attendance.

Feedback

At Ormiston Horizon Academy we welcome your feedback and ideas. If you feel that we can do more to support attendance please let us know by completing the online attendance feedback form on our website. This link can be found on the main attendance page:

<https://ormistonhorizonacademy.co.uk/key-info/attendance>



Academy Attendance & Rewards

Rewards

At Ormiston Horizon Academy we have and continue to build and develop rewards to recognise good and excellent attendance as well as other positive behaviours that link to our whole academy values or resilience, respect and responsibility.

Rewards proved to be a popular and motivating factor in 2021/22 with trips and voucher schemes being received well by students and parents.

We believe that rewards are an important part of promoting good behaviours and habits around attendance and we use a variety of rewards as an incentive to improve attendance and punctuality. For instance, personal tutors and year teams operate their own praise and reward praise postcard systems and provide individual and tutor group treats, certificates and awards for best attendance.

The attendance of those children with 100 percent is celebrated in assemblies. Recognising and rewarding those children who have the most improved attendance also act as an encouragement to promote even better school attendance and some of our rewards focus around 100% attendance during specific period so that everyone can aim to gain rewards that are on offer.

Academy Attendance Voucher Raffles

Our voucher reward scheme provides students and their family an opportunity to win a £20, £30, £40 or \$50 supermarket voucher.

These are handed to those who are randomly selected in nominated weekly, half termly and termly draws for those with 100% for specific time periods. All students have an opportunity to win vouchers as 1 week of 100% attendance provides them with a virtual ticket to some draws and specific weekly draws when these operate.

Voucher draws are also announced and promoted through personal tutor time and year team assemblies

Some parents and carers have used these vouchers to treat the family, support the weekly shop or allow their son/daughter to treat themselves



In it to win it!!!!



Academy Attendance & Rewards

Academy Attendance Certificates and

At Ormiston Horizon Academy we want our students to know that we value and appreciate good attendance and punctuality.

While vouchers, trips and other rewards recognise these behaviours each half term or at the end of a full term, students who maintain 100% attendance or improve attendance after a dip are recognised through the use of praise postcards and certificates. These can be given by personal tutors, heads of year, raising standards leaders and/or other members of the attendance or senior team.

Students will be given these to bring home with them, so that parents are able to recognise these achievements at home.



Academy Attendance Rewards Trips and 100 Club

Those with excellent attendance and good attitude and behaviour records may be eligible for our most significant reward trips.

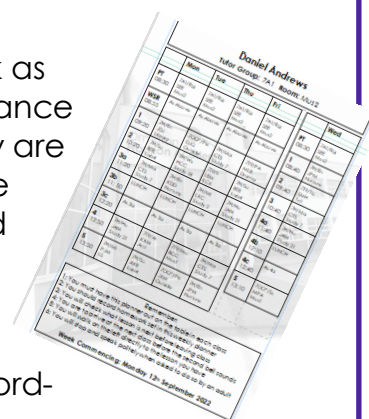
The 100 Club is for those children who have 100 per cent attendance for a specified period of time, for instance, half term, termly or annual. For those who achieve this they will receive a prize or a treat, for instance, a cinema trip, school disco, restaurant passes or opportunities to attend other outings.



Academy tutor displays and Student Planners

At Ormiston Horizon Academy our personal tutors promote good attendance and inform students of their attendance every week as new weekly planners are provided. Students write in their attendance so that they know what their percentage is and they know if they are a good attender or someone who needs to see their attendance improve. For some students they may be on reports as described on page 8.

These planners give students an up to date timetable so that they know where they are going for each lesson and can be punctual. They also provide additional space for homework recording and toilet use if this is needed during learning time.



Contacts

Attendance Support

Parents wishing to make contact in relation to attendance support should in the first instance contact our main reception who will initially direct support through personal tutors and year team leaders.

Attendance Officer	Attendance Assistant	Rewards Coordinator
Miss E Green	Mrs M Stevens	Miss R Hatton

Head of Year 7	Head of Year 8	Head of Year 9	Head of Year 10	Head of Year 11
Miss Harris	Miss A Belfield	Miss L Cooke	Miss Sheldon	Mr Sumnall
Raising Standards Leader Year 7	Raising Standards Leader Year 8	Raising Standards Leader Year 9	Raising Standards Leader Year 10	Raising Standards Leader Year 11
Mr Woodcock	Mrs Rushton	Mr Williamson	Miss Wilkes	Miss Collis

Policy Contact

Role	Name	Contact details
Principal	Mr. A Fitzgibbon	afitzgibbon@ormistonhorizonacademy.co.uk
Vice Principal: Academy Standards (Att Lead)	Mr. J Amps	jamps@ormistonhorizonacademy.co.uk
Academy Attendance Officer	Miss. E Green	egreen@ormistonhorizonacademy.co.uk
Academy Attendance Assistant	Mrs. M Stevens	mstevens@ormistonhorizonacademy.co.uk
Designated Safeguarding Lead	Mrs. D Bolton	dbolton@ormistonhorizonacademy.co.uk
Academy SENDCo	Mrs. J Marsh	jmarsh@ormistonhorizonacademy.co.uk
Academy LAC/PLAC Coordinator & DDSL	Miss J Adams	jadams@ormistonhorizonacademy.co.uk
Academy Behaviour & Standards	Mr M Adamczyk	madamczyk@ormistonhorizonacademy.co.uk
Local authority named officer for SEND & additional health needs	Ms. Moira Cooper	SEND@stoke.gov.uk
Local authority named officer for elective home education	Mrs. S Bond	sarah.bond@stoke.gov.uk