



ATTENDANCE POLICY STUDENTS

Approved by Governors		Full
Review Date	Spring 2013	Full
Review Date	Summer 2014	Full
Review Date	Summer 2015	Full
Review Date		

Roles and responsibilities

1. REASONING

This School believes that good attendance and punctuality is vital for all students if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment. Every form tutor will regularly check the attendance of their class and will follow up a student's absences with appropriate personnel in School and where necessary the School will follow up with the child's parents. We hope that parents will assist us in our work of raising attendance levels throughout the School by:

- Ensuring the regular attendance of their child
- Informing the School when their child is absent from School
- Providing a reason for the absence
- Attending any meetings about their child's attendance, which may be necessary.

2. AIMS AND TARGETS

Our attendance target for 2015/16 is **95.5%** with a particular focus on improving the attendance of our SEND and Pupil Premium students. Our target for **Persistent Absenteeism is 7%**.

The School will:

- Develop clear procedures to enable students to come to School.
- Ensure that all students and parents understand the issues and procedures for attendance.
- Ensure that all staff including governors, administration, support and non-teaching staff understand the issues and procedures for attendance.
- Provide a document outlining the registration procedures.
- Ensure that all staff are aware of the procedures and encourage them to adopt a consistent approach to recording and monitoring registration and attendance issues.

3. ROLES AND RESPONSIBILITIES

All young people have a right to an education. A child is of statutory school age between 5 and 18, for Year 7 pupils admitted to School in September 2010. Parents / carers have a legal responsibility to ensure their child attends regularly and punctually. If a child does not, parents / carers may be breaking the law.

Parents should ensure their children arrive at School on time, properly attired and in a condition to learn. **The school register closes at 9.15am.** If a student arrives into school after this time without genuine and acceptable reason, they will receive an absent mark for that morning.

Parents need to see themselves as partners with Schools in the education of their children. This includes making sure that their children complete their homework on time and that their children follow School rules about behaviour.

If teachers have worries about a student absence or do not accept the explanation for an absence as genuine or exceptional, they will raise the matter with the Achievement Manager and Attendance Officer. After their investigation the Attendance Officer may refer the case to the Learning Mentor (LM), Home School Support Worker (HSSW) or the Educational Social Worker (ESW).

The Role of the Headteacher

The Headteacher is a key person in our School who motivates and leads the whole staff by demonstrating a commitment to promoting good attendance by:

- Ensuring regular celebrations of good attendance take place.
- Providing regular reports to the Governing Body about attendance.
- Ensuring the monitoring and implementation of the agreed policy and procedures.
- Being available, if appropriate, for parents who may wish to discuss specific problems or in-School difficulties which their child is experiencing.
- Ensuring that appropriate training is provided as required on attendance.
- Providing regular information to Governors, parents, LA and DFE, regarding training undertaken, monitoring and evaluation of the School attendance policy and the associated in-School practices.

The Role of the Governors

The Governing Body of the School is actively engaged in promoting good attendance by supporting and encouraging students and teachers in their work. They will achieve this by appointing an Attendance Link Governor who will support the School by:

- Being available if required to monitor and evaluate attendance trends in the School.

- Being available to attend Fast Track Panel meetings and meet with parents where appropriate.

The Role of the Senior Leader in charge of Attendance.

The School has a designated member of the Leadership Team to adopt specific responsibility for attendance matters. He/she will have an overall view of attendance matters in the School by:

- Leading and supporting the implementation of an attendance policy and framework for the School, within which specified responsibilities are delegated to identified members of staff.
- Organise and lead attendance inclusion meetings
- Ensure the improvement of attendance is high profile within the School through a number of measures.
- Monitoring and evaluating the work of staff to ensure that specific responsibilities described within the whole School framework are carried out consistently.
- Supporting staff in the development of clear guidelines for promoting good attendance.
- Supporting staff in the development of in-School strategies to tackle specific lesson truancy and post registration truancy.
- Supporting staff in the development of clear guidelines for identifying students who have begun to develop a pattern of absence.
- Refer students to the ESW and support strategies to improve attendance including supporting, School Attendance Panel meetings and Pace Caution Meetings which may lead to referrals for prosecution.
- Work with the LA on specific strategies to reduce persistent absenteeism.
- Produce half termly attendance reports to be published to Governor and SLT.

The Role of the Attendance Officer

Our Attendance Officer provides a key role in promoting good attendance and punctuality and is our main link with ESW, HSSW, LM's, parents and staff. They will support our strategies for improving attendance by:

- Informing the relevant personnel about any students who have been granted leave of two weeks or more, during term time and any students exceeding ten days unauthorised absence.
- Using attendance data to identify forthcoming shortfalls in attendance levels, and develop active strategies to reduce this trend.

- Meeting with the Assistant Headteacher – Behaviour and Attendance, Achievement Managers and the parents of children who are developing or have developed, a pattern of absences, and agreeing actions, which will lead to the child attending more regularly.
- Ensuring effective liaison between members of staff dealing with attendance and with SENCo/Learning Support so that children who experience multiple difficulties are not over-looked.
- Making routine phone calls to parents and sending out standard letters to parents about their child's attendance.
- Discussing with relevant personnel individual cases of students causing concern for referral to the Inclusion Panel.
- Providing feedback to Line Managers and Governors about effectiveness of School policy and practice in promoting good attendance, and dealing with the absences of individual students.
- Working with Assistant Headteacher, Behaviour & Inclusion and Achievement Managers and Deputy Head in setting attendance targets, in consultation with form tutors, for the year as a whole, and for each tutor group.
- Referring students who have a long-term absence because of ill health, confirmed by their GP, or a consultant, to Assistant Headteacher – Behaviour and Attendance.
- Consistently checking parents' explanations for their child's absence.
- Consistently contacting parents in person where an explanation of their child's absence has not been received.
- Preparing and publishing statistical data regarding attendance from registers.
- Monitor the use of Lesson Registration to ensure statutory requirements are met. Issues to be reported to Assistant Headteacher – Behaviour and Attendance.
- Publishing individual students' attendance records on weekly and half termly Tracking Reports.

The Role of the Achievement Manager

Achievement Managers have a very important role to play in the School's framework for promoting good attendance within their respective Key Stages by:

- Meeting with parents of children who are developing or have developed, a pattern of absences, and agreeing actions which may lead to the child beginning to attend more regularly.
- Supporting and motivating form tutors in their team.

- Setting up Attendance Challenge groups for students where a pattern of absence or punctuality is a cause for concern, specifically Persistence Absence students.
- Agreeing attendance action plans with the relevant personnel and the child's parents and individual students where a pattern of absence is a cause for concern.
- Providing the School Attendance Officer with regular updates on attendance issues in their year group.
- Receiving and acting upon information from form tutors and subject teachers about students in their year group within the School's strategy for identifying and addressing lateness, specific lesson and post-registration truancy.
- Setting attendance targets, in consultation with Assistant Headteacher, School Attendance Officer and Form Tutors, for the year as a whole, for each tutor group, and for each student.
- Monitoring Tutor Group attendance records and maintain a PA workbook for their year group.
- Organising spot checks on lateness, specific lesson truancy and post-registration truancy.
- Reporting any serious difficulties and problems which may affect an individual student's attendance to the Form Tutor, Attendance Officer and Assistant Head as appropriate.
- Recognising and celebrating the good attendance of students in their assemblies, tutor groups and through individual praise.

The Role of the Pastoral Managers and Learning Mentors

Pastoral Managers and Learning Mentors are ideally placed to gather information and assist the Achievement Managers and School Attendance Officer, they can offer support by:

- Attending meetings organised with parents of children who are developing a pattern of poor attendance.
- Encouraging and supporting the students to achieve the attendance targets set in the agreed action plans with parents and the ESW.
- Referring students who have a long-term absence for a specific reason to the School Attendance Officer.
- Co-ordinating work for students to complete at home with subject teachers.
- Co-ordinating work for students excluded for a fixed term, or where the permanent exclusion process has not completed.
- Referring a girl who has disclosed that she is, or maybe, pregnant to the HSSW.

The Role of Tutors / Class teachers

Tutors and subject teachers are ideally placed because of their regular contact with students to assess whether the explanations received for a child's absence are reasonable, or if the child is at an early stage in developing a pattern of absence.

In our School we recognise that building a good relationship with students is vital in promoting good attendance by:

- Publicly praising those students who attend well, or make an effort to improve their attendance.
- Using the School registration system accurately and consistently in accordance with the School guidelines.
- Actively promoting actions to meet attendance targets set for the tutor group, and for individual students.
- Identifying students who are beginning to develop a pattern of absence (between 97% and 95%) and referring concerns to the relevant Achievement Manager.
- Welcoming children back after they have been absent because of illness.
- Taking specific steps to assist children returning to School when they have been absent.
- Providing a positive role model through his or her own attendance and punctuality.
- Monitor tutor attendance compared to targets, ensuring all students are moving in the correct direction.
- Monitor reasons for student absence and ensure attendance officer is aware of this – ensuring there are no N's on the tutor register.
- Referring their concerns to the relevant Achievement Manager.

The Role of Clerical and Administrative Staff

Our administrative staff provide a great deal of valuable support for the attendance officer, Learning Mentors and teaching staff in promoting attendance by:

- Passing information received from some parents at the School to the Attendance Officer, Tutors and Achievement Managers regularly and consistently.

The Role of Parents

This School believes that its students are able to achieve success when:

- School and family work in partnership.
- Parents take an active interest in their child's work.
- Parents ensure that their child attends School regularly and do not allow time off from School for trivial or unacceptable reasons.
- Parents contact the School on the first day of absence by 9.00am and provide the reason for absence and intended return date.
- Parents provide a written note in the planner on the day of their child's return to School, including the dates of their absence.
- Parents must not take their children on holiday during term time.
- Parents ensure that any work that has been missed because of absence is completed, checking with the staff at School if necessary.
- Parents attend any necessary meetings and respond as quickly as possible to any letters and information about their child's attendance (or other matters).

The Role of Students

This School believes that all students should attend regularly if they are to succeed and reach their full potential. Students should:

- Aim for 100% attendance, only being absent through genuine illness.
- Arrive in School in time for registration at 8.40am and be punctual for the start of every lesson.
- Register at Front Reception if they arrive after 9.00am.
- Bring a note from home explaining the reason for absence following every session of absence.
- See individual teachers and catch up any work missed during the period of absence.
- Not leave the School premises during the School day without permission.

4. STRATEGIES FOR MAINTAINING GOOD ATTENDANCE AND PUNCTUALITY

ATTENDANCE SUPPORT DIAGRAM

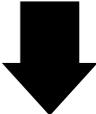
The flow diagram below is to be used to support attendance intervention at all levels, identifying the expected steps taken at each level of attendance.

To support this, students must be made aware of their attendance target and their level of attendance weekly. A programme of attendance celebration events will also be put into place to support the development of good attendance for all.

Attendance Level	Responsibility	Action
100 – 97%	Tutor	<ul style="list-style-type: none">• Students to be praised regularly• Attendance post cards sent home• Head of Year made aware of outstanding attendance
		
97 -95%	Tutor	<ul style="list-style-type: none">• Letter 1 – requested from Attendance Officer (CTH)• Attendance Improvement target set and monitored by tutor <p>No improvement in attendance demonstrated</p> <ul style="list-style-type: none">• Parental phone call – to discuss attendance issues• Head of Year made aware of situation
		
95 –93%	Learning Mentor	<ul style="list-style-type: none">• Letter 2 – Requested from Attendance Officer• Attendance report card with target set and monitored by Learning Mentor• Parental Phone call – to inform parent of attendance issues and attendance target <p>No improvement in attendance demonstrated</p> <ul style="list-style-type: none">• Parental meeting arranged – to discuss attendance issues• Head of Year and Attendance Officer made aware of situation

If a Students attendance drops below 93% they should be referred to their Pastoral Manager.

ATTENDANCE SUPPORT DIAGRAM CONTINUED

Attendance Level	Responsibility	Action
93 – 90%	Pastoral Manager	<ul style="list-style-type: none"> • Letter 3 – requested from Attendance Officer • Parent Meeting organized to inform parents of attendance targets and of Attendance report • Student placed on attendance report – 3 weeks • Weekly meeting with Pastoral Manger organized • Student referred to Home School Worker (SBR) • Referral to Achievement Manager
		
90- 87%	Achievement Manager	<ul style="list-style-type: none"> • Letter 4 – requested from Attendance Officer • Parent Meeting organized to inform parents of Attendance targets and Attendance Action plan put in place • Student placed on attendance report - 3 weeks • Student added to Attendance Challenge Group, meeting weekly with Achievement Manager and Attendance Officer organized • Student referred to Home School Worker
		
Below – 87%	ESW and AHT	<ul style="list-style-type: none"> • Letter 5 – requested from Attendance Officer • Parent Meeting organized to inform parents of Attendance targets and Attendance Action plan put in place with AHT / Attendance Officer / ESW • Student placed on attendance contract - 3 weeks • Student added to Persistence Absence Challenge Group, meeting weekly with Achievement Manager and HSW / Attendance Officer organized • Student referred to ESW

- The School believes in early intervention. If a student is recorded as absent in morning registration the Attendance Officer will aim to contact parents that morning.
- Regular attendance is acknowledged and rewarded.
- Students whose attendance is causing concern will be supported via the School's procedures and personnel as laid out in the Attendance Support Daigram.
- An attendance sweep will take place one day each half term. Every effort is made to make contact with all absentees to confirm reasons for absence by phone or home visits and a check that all those registered in School have remained on site also occurs.
- Results of the monitoring of electronic registration will be shared with Heads of Faculty to ensure all staff meet their statutory requirements re registration.
- Attendance will be a Whole School focus subject to the Schools procedures for Improvement Planning and Monitoring and Evaluation.
- 80% attendance means a student is missing 1 full days education every week.
- 80% attendance all the way through secondary School is the equivalent of missing a whole year of education.
- For every 10% drop in attendance, a student is likely to achieve 1 less GCSE.
- Over 95% attendance (1 day off every 4 weeks) gives students an 80% chance of achieving 5A*-C grades at GCSE.
- 90-94% attendance (1 day off a fortnight) gives students a 60% chance of achieving 5A*-C grades at GCSE.
- 85-89% attendance (1.5 days off a fortnight) students a 42% chance of achieving 5A*-C grades at GCSE.
- Less than 82% attendance (1 day off a week) gives students a 24% chance of achieving 5A*-C grades at GCSE.



STAFF GUIDE TO ATTENDANCE PROCEDURES.

Good attendance is vital for all students if they are going to gain the most from the education we provide and the learning you impart. It is vitally important that all staff take responsibility for their role in the accurate recording and reporting of attendance and following up absence. Through a consistent whole school approach to attendance we can ensure that every lesson really does count.

Form Tutor:

A.M. Registration:

Tutors must accurately complete the register every morning and mark late any students who arrive between 8.45 am and 9.00 am.

Students arriving after 9.00am should register at the Front Reception and the ESW will follow it up appropriately.

Students who are late 3 times in a half term without a genuine reason will receive a late letter home. Students who have received a letter and continue to be late should be dealt with appropriately through pastoral sanctions.

Student absence:

If a student is absent for any reason it is the parents responsibility to contact school on the first day of absence to provide a reason and expected date of return.

The Attendance Officer makes first day contacts to check any absence and will update SIMS when contact has been made. If no contact has been made by the 3rd day of absence, students will be contacted by the Home School Liaison Officer (HSLO) or Educational Social Worker (ESW).

If a student is still absent and unaccounted for after 5 days, Attendance Officer will inform the ESW.

When a student returns after an absence with a note, Form Tutors must update the orange form and pass back to the Attendance Officer to allow them to amend SIMS with the correct code (see Appendix 1). If telephone contact has been made and SIMS has been amended there is no need to follow up with a note.

If a student returns and there has been no satisfactory explanation for the absence, Form Tutors are to write a note in the student planner requesting a written explanation.

If the absence remains unauthorised 5 days following the students return, refer to the Attendance Officer.

It is the responsibility of the Form Tutor to ensure that the register for AM registration is up to date, there should be no N's on the register.

Holiday forms should be passed directly to the Attendance Officer.

Subject Teacher:

All staff must accurately complete class registers in the first 10 minutes of every lesson.

If a student who has previously been marked present is absent from your lesson please contact Call Out with students name and form. Call Out and the Attendance Officer will investigate.

Accurate recording of pm registers is essential to fulfil our legal requirement to record pm attendance. These should be completed in the first 10 minutes of a lesson

Attendance actions by % group:

Attendance actions will be agreed by the Attendance Officer, Achievement Manager and SLT in response to weekly and half termly analysis of attendance figures. Attendance groups are based on weekly attendance data.

Rewards

We will celebrate attendance on a regular basis through a number of methods including,

- Student achievement assemblies
- Spot Prizes, delivered to tutor groups
- Individual Prizes
- Tutor Group Prizes
- Year Group prizes

Adopted by Governors:

Signed: L. Remmer _____ Date: October 2009

Reviewed: Signed: L. Remmer _____ Date: Autumn 2011

Signed: L. Remmer _____ Date: Spring 2013

Signed: T. Fox  Date: Spring 2014

Signed: T. Fox  Date: 01 July 2015