

ATTENDANCE POLICY

References

1. The following documents or publications are to be considered in conjunction with this policy document:
 - a. 'Attendance at School' Leaflet.
 - b. 'Improving my attendance' flow chart.
 - c. Local Authority (LA) 'Penalty Notice system'.

Aims

2. To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.

Objectives

3. The overall objectives of this policy are;
 - a. To keep an accurate and up to date record of students' attendance.
 - b. To inform parents/carers of punctuality and attendance issues.
 - c. To identify the causes of non-attendance and act upon them using the first day absence telephone calls whenever possible and follow up by subsequent phone call or letter to parents/carers.
 - d. To monitor and reduce absence through holidays in term time.
 - e. To ensure all staff understand their roles in the monitoring and recording of attendance.
 - f. To maintain and improve attendance throughout the school through rewarding and target setting.
 - g. To monitor and evaluate the attendance processes on a regular basis.
 - h. To give clear information on expected levels of student attendance.

Responsibilities

4. All teaching staff will;
 - a. Be good role models.
 - b. Give attendance and punctuality a high profile by praising students who arrive on time and monitoring those who arrive late.
 - c. Complete register in mark books every lesson.
 - d. Inform parents/carers when absence is impacting on achievement, particularly by commenting on attendance issues at Parents' Evenings and during the review periods.
 - e. Inform Directors of Learning (DoLs) or their assistant (ADoL), of concerns regarding an individual student's attendance in their subject. This should include informing DoL /ADoL of any suspicious/unaccountable absences to help reduce levels of internal truancy.
 - f. Provide work for students on long term absence/exclusion.

5. Tutors will;
 - a. Be good role models.
 - b. Give attendance and punctuality a high profile. Praise and reward good attendance.
 - c. Detain students who are late on more than two occasions.
 - d. Look for patterns in absences by checking weekly register printouts.
 - e. Agree and monitor a plan of action to improve the punctuality and attendance of any member of their tutor group.
 - f. As part of mentoring, discuss tutees attendance and punctuality in relation to progress.

6. The Attendance Officer will;
 - a. Telephone parents/carers on first day of absence for students on 'the one day alert list', and inform the DoL and tutor of any feedback.
 - b. Contact parents/carers for any student who is absent for two or more days and inform the DoL and tutor of any feedback.
 - c. Provide tutors with both weekly attendance (OMR) sheet, absence sheet and cumulative attendance record sheet.
 - d. Provide weekly attendance reports for Key Stage Co-ordinators for discussion with the Attendance and Engagement Officer (AEO) and DoL
 - e. Provide data for AEO.
 - f. Record and monitor punctuality.
 - g. Administer School Information Management System (SIMS) Attendance Module.
 - h. Provide the data to update the attendance board on a monthly basis
 - i. Produce letters for students who have unaccounted absences on a monthly basis.
 - j. Provide a list daily for the Staff Room Notice Board of absent and late students.
 - k. Assist in the arrangements for 'truancy sweeps'.

7. DoLs/ADoLs will;
 - a. Monitor attendance and punctuality of all students within their year group.
 - b. Give attendance and punctuality a high profile.
 - c. Implement a system of rewards and sanctions to help improve attendance.
 - d. Support and monitor the work of the tutor.
 - e. Meet with respective Key Stage Coordinator weekly to discuss unauthorised/authorised attendance issues including persistent truants.
 - f. Agree action and monitor progress.
 - g. Prepare referrals for the AEO service.
 - h. Provide work for excluded students, long term absentees, flexible learning and reintegration programmes.
 - i. Monitor internal truancy, considering possible causes.
 - j. Make attendance/punctuality an agenda item at Year Team meetings
 - k. Ensure parents/carers are made aware of issues and agreed strategies for improvement.
 - l. Ensure tutors are aware of concerns by passing on relevant details from meetings with Key Stage Coordinator.

m. Ensure teacher/Head of Department takes appropriate action when students truant.

8. Key Stage Coordinators will;

- a. Liaise with Educational Social Worker (ESW) service over issues of concern and monitor effectiveness of remedial action.
- b. Inform DoL of national/local attendance strategies and targets.
- c. Ensure school is working towards meeting attendance targets.
- d. Work with the Deputy Head (Curriculum Manager)/DoL/departments to make the curriculum more accessible where possible to reduce disengagement.
- e. Give attendance/punctuality a high profile through school newsletters and rewards presented in assemblies.
- f. Provide information on attendance to new cohort and in-year admissions.

9. The School Business Manager will;

- a. Oversee administration of registering process.
- b. Complete statistical returns to Local Authority and Department for Children Schools and Families (DCSF) as required.

10. The Headteacher will;

- a. Ensure compliance with DCSF regulations.

11. Students will;

- a. Arrive for morning registration in their tutor rooms by 8.45am and by 1.55pm for afternoon registration.
- b. Move purposefully between lessons and arrive on time.
- c. Remind parents/carers to telephone the absence line by 10.a.m.on the first day of absence.
- d. Sign out at Student Services when leaving the site for appointments, but only after getting the signature of their tutor and D of L on their appointment letter.
- e. Sign back in when returning to school.
- f. Sign in Student Services when late to school and give a reason.

12. Parents/Carers will;

- a. Ensure their child leaves to walk to school or catch the bus on time.
- b. Provide explanation for absences, in the first instance, by telephoning the school's Attendance Officer on the first day of absence by 10.00am.
- c. Provide a written note on the students return to school to explain any absence from school.
- d. Avoid holidays in term-time but where there are exceptional circumstances, apply for a 'Leave of Absence' in writing to the relevant Key Stage Co-ordinator.
- e. Encourage and support regular and punctual attendance of their child at school.
- f. Make arrangements for child to get to school if their usual transport doesn't turn up.

13. Governors will;

- a. Review the Attendance Policy every 3 years or earlier if processes dictate.
- b. Monitor its implementation.
- c. Monitor progress against school targets.
- d. Monitor progress against national strategies.

14. Success Criteria;

- Achieve annually agreed attendance targets.
- Reduce the number of unauthorised absences.
- Continue to raise the importance of the link between high attendance, educational success and success in future career/work.

The 'Penalty Notice System'

15. The school will make use of the LA's Penalty Notice System in cases where:

- Parents/carers fail to ensure that their child attends school, or other education provision regularly.
- Parents/carers allow students to take holidays in term time without the school's authorisation.
- Students fail to return to school on an agreed date after an extended holiday.
- A student is found out of school, without permission, on two Truancy Sweeps, within the same school year.
- Student persistently arrives late for school after the register is closed.

Review

16. This policy will be reviewed by every three years by the Governing Body Student Welfare sub-committee or earlier if processes dictate.

27th April 2013