



Attendance Policy

Attendance Policy

1. AIM

The aim of the attendance policy is to encourage and support full time attendance and punctuality for all pupils, in order to maximise learning opportunities.

2. PURPOSE

This policy outlines strategies which we employ to:

- Maintain good attendance and punctuality
- Safeguard our pupils
- Ensure access to effective learning by responding to absences

3. ATTENDANCE

The Home-School Agreement states:

“The school endeavours to contact parents quickly if there are problems regarding attendance or punctuality.

Pupils will do their best to attend school regularly and on time.

Parents will ensure that their child attends school regularly and on time.

The school will maintain accurate attendance registers in order to monitor and evaluate attendance and punctuality. Tutors register their tutor groups twice daily using School Information Management System (SIMS). SIMS is also used by class teachers to register their teaching groups each lesson. Where SIMS is unavailable, a paper register must be taken and passed to the Key Stage Office. These two types of electronic registers provide the school with an accurate record of pupils’ attendance and punctuality.

4. PROMOTING ATTENDANCE AND PUNCTUALITY

4.1 The school will actively promote and celebrate good attendance. In all Key Stages, praise and reward is used for positive reinforcement. Strategies include 100% attendance certificates, raffles, improvement letters and prizes for the leading tutor groups.

4.2 Key Stage 3 strategies to promote good attendance and punctuality

Students at risk of persistent absenteeism are identified at the point of transition from Primary School. Families are contacted at this early stage to forge positive relationships.



Students with poor attendance records are highlighted and their progress scrutinised on a daily basis. Individual and regular conversations are carried out with these students to support them with controllable factors.

Students of concern returning to school following an absence are interviewed and complete a 'return to school form'. This identifies targets and strategies for the future.

Tutors receive a weekly attendance tracker with students in need identified giving suggested strategies for action by the tutor.

Student lateness is tracked fortnightly. Sanctions are imposed for repeat offenders.

4.3 Key Stage 4 strategies to promote good attendance and punctuality

Tutors in stage 4 will discuss each pupil's attendance fortnightly and set fortnightly attendance and punctuality targets to improve attendance and punctuality. Tutors will record this process using data sheets established by the Key Stage Office. Key Stage Office staff will supply tutors with attendance data in order to enable the discussion.

Students with poor attendance records are highlighted and their progress scrutinised on a daily basis. Individual and regular interventions are carried out with these students to support them with controllable factors.

4.4 Key Stage 5 strategies to promote good attendance and punctuality

Promotion of good attendance is included in the induction process.

Monitoring of attendance identifies students whose attendance is of concern. These students are subject to individual meetings to support improvement.

4.5 In all Key Stages, students who have controllable reasons for persistent absenteeism are subject to a Pastoral Support Plan for attendance. This requires a fortnightly meeting with the Key Stage Leader, the parent and the student.

4.6 The front office is supplied with names of monitored students. Before sending a monitored student home (unless in case of emergency) the relevant Key Stage Team is called to interview the student to find an alternative solution. Parents are contacted to make aware of this decision.

4.7 All Key stages highlight the importance of good attendance at Parent Information Evenings and during assemblies.

5. ABSENCE PROCEDURES



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- 5.1 The school's absence procedures have three objectives:
- ❶ to promote good attendance and punctuality.
 - ❷ to check on the safety of pupils in a safeguarding capacity
 - ❸ to allow the school to authorise or deny authorisation of any absence

Daily Procedures

- 5.2 Tutors are required to take accurate registers by 8.50am in the morning and by 1.55pm in the afternoon. This is to allow for safeguarding protocols to be carried out.
- 5.3 The school requires a phone call from the parent or carer to school on the first day of absence, usually by telephoning the school's switch board and selecting the absence line. This is a specially designated phone line and answer service that is provided for parents and carers. Key Stage Office staff will record all messages concerning absence in the relevant 'Attendance Book' and enter the absence into SIMS by 11am.
- 5.4 Relevant Key Stage Office staff will contact parents or carers if a pupil is absent without good reason on the first day of absence. Before this is done, the signing in/out book will be checked and other reasonable checks made on the pupil's apparent absence from school. The principle is to ensure that if a pupil is apparently absent, then reasonable checks are made to ascertain that the pupil is actually absent before parents or carers are contacted. If a pupil is actually absent and is safe in the care of parents or carers, then SIMS will be updated with that pupil's absence.
- 5.5 Key Stage Office staff will ensure that pupil attendance records are checked at least daily, checking that all pupils are accounted for. They need to remain aware of pupils leaving school during the day, check evidence of appointment markers on SIMS, liaise with Sick Bay and other relevant staff as necessary. This is particularly important to ensure the safeguarding of all pupils. When pupils are found to be absent without reason, either from the start of the school day or during the school day, the Key Stage Office staff will inform the Designated Safeguarding Lead.
- 5.6 Pupils who sign out of school during the day without school having prior notification from parents or carers will trigger a phone call to parents or carers to ascertain that they are aware of the arrangement.
- 5.7 A note from parents or carers is required after any absence. The details from this information will be entered into SIMS.
- 5.8 Tutors or teaching staff will inform the Key Stage Office about any unexplained absences, concerns related to absence or if parental authorisation has not been received.



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- 5.9 Regular or unaccounted absences will trigger contact by telephone call or letter from the Key Stage Office.
 - 5.10 Parents may subsequently be contacted by the Assistant Headteacher, Student Support if the school has increasing concerns about a pupil's attendance. She may visit the home or arrange meetings with parents or carers.
 - 5.11 Formal warning letters may be issued to parents about their child's poor attendance.
 - 5.12 If there is no improvement in a pupil's attendance following advanced intervention, then a referral will be made to the Education Investigation Service of the Local Authority. Prosecution of parents or carers for their child's persistent non-attendance is invoked by the LA, as necessary.

Absences during term time

- 5.13 The Headteacher may not authorise planned absence for holidays during term time.
- 5.14 However, the Headteacher can authorise absence where there are 'exceptional extenuating circumstances'
- 5.15 'Exceptional extenuating circumstances' are defined as those such as a family funeral or a request from a parent who is in the forces just prior to, or immediately after, a tour of duty.
- 5.16 Any request for absence meeting the criteria for 'exceptional extenuating circumstances' should be made in writing to the Headteacher at the earliest opportunity.

Part-time attendance

- 5.17 Pupils who have a medical condition or other identified need may be subject to a part-time timetable. All pupils on a part-time timetable will have a PSP in order to support their partial attendance and to monitor their progress towards a return to full-time education.

Truancy

- 5.18 Truancy will be dealt with, in the first instance, with a period of isolation commensurate with the amount of time truanting. Parents will always be informed. The aim is to restore good attendance.

6. PUNCTUALITY PROCEDURES

Punctuality to School



- 6.1 Pupils are expected to arrive punctually for morning registration in their tutor base at 8.45am and at 1.50pm for afternoon registration.
- 6.2 If a pupil arrives after 8.45am, the time for morning registration but before the register closes at 9.30am, they will be awarded a late mark – Code L – in the register.
- 6.3 If a pupil arrives after 1.55pm for afternoon registration they will be awarded a Code L.
- 6.4 Patterns of, or persistent, lateness for morning and afternoon registration will be dealt with by the tutor in the first instance but then referred to the relevant Key Stage Leader.
- 6.5 The Key Stage Leader will inform and seek the support of parents or carers either by telephone or letter and will monitor the pupil's punctuality until improvement is noted.
- 6.6 A PSP may be offered in those cases where there is no significant progress after liaison with the parent or carer.
- 6.7 In cases where pupils arrive late after the register closes at 9.30am, Code U is applied and the pupil is recorded as having arrived to school too late to gain a present mark. This then becomes an unauthorised absence for the whole of the registered session.
- 6.8 Patterns of lateness resulting in the recording of unauthorised absence or persistent lateness of this nature will be dealt with by the relevant Key Stage Leader who will contact the parents and inform the Assistant Headteacher, Student Support.
- 6.9 The implementation of a PSP is likely to occur in order to monitor improvements in punctuality to school.
- 6.10 In cases where no progress or improvement is made, the Assistant Headteacher, Student Support will engage with the family in the same way as for unauthorised absence.

Punctuality to lessons

- 6.11 All pupils are expected to arrive punctually for lessons.
- 6.12 Isolated cases of late arrival will be dealt with by the class teacher.
- 6.13 Patterns of lateness and persistent lateness will be referred, using the yellow slip system, by the class teacher to the Head of Faculty who will speak with the student, implement the means of monitoring punctuality, for example a subject report, and



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liaise with the pupil's parents. The Head of Faculty will also liaise with the relevant Key Stage in order to determine if there are any mitigating circumstances leading to the pupil being late to lessons.

- 6.14 If there is no sustained improvement in a pupil's punctuality to lessons, the Head of Faculty will refer the pupil to the relevant Key Stage who will implement appropriate and further intervention (e.g. Key Stage Report/PSP) until such time as the pupil's punctuality improves.

7. ATTENDANCE AND PUNCTUALITY AT OFF-SITE PROVISION

- 7.1 All pupils attending off-site provision are registered by the provision provider. This includes punctuality.
- 7.2 The off-site provision provider enters this data into the Collaborative Learning Management System which is then accessed by the Alternative Curriculum Co-ordinator and the Key Stage 4 Attendance Officer in school.
- 7.3 The Key Stage 4 Attendance Officer will follow up any absence or issues with punctuality using established school systems. The off-site provision provider will be informed of any findings or interventions being used to support improved attendance and punctuality at off-site provision.