



Attendance Policy

Status: Statutory

Purpose: To ensure that all our students receive a full-time education which maximises opportunities for them to realise their true potential and which enables our children the opportunity to fully participate in school life, enjoy and achieve and feel a valued member of the school community

Aims to:

- Improve attendance and reduce absence in line with the national average, school attendance target and the level of Free School Meals
- Ensure there is a whole school, graduated response to improving punctuality and attendance
- Identify groups of students whose absence and/ or punctuality causes concern
- Identify students persistently absent from school (20% or more absence)
- Track students' attendance, monitor and evaluate progress
- Identify main causes of absence and take action to address them

Implementation:

Roles & Responsibilities Relating to School Attendance

Deputy Headteachers will:

- Establish and maintain a high profile for attendance and punctuality
- Ensure a full and diverse curriculum is provided to engage and motivate students, including use of SEAL to promote emotional well-being
- Make parents aware of the impact of poor attendance on attainment
- Set an annual School attendance target with the Governing Body
- Ensure staff mark and maintain accurate records for school attendance in line with the Education (Pupil Registration) (England) Regulations 2006
- Decide whether or not an absence will be authorised
- Adhere to the Holiday in Term Time Policy as adopted by the Local Authority
- Develop a whole school systematic approach to reinforce good attendance, teaching and learning to encourage all students to attend and achieve
- Issue Parenting Contracts where exclusion or behavioural issues are affecting a student's attendance in school

Learning Managers will:

- Implement a range of rewards for students with high levels of attendance and those improving attendance
- Analyse individual attendance data to identify patterns of absence causing concern

I confirm I have read and understood the policy documentation.

Signed : _____

Date : _____

- Consider referral to Education Welfare when school action has failed to bring about an improvement in the student's attendance
- Provide appropriate support to students and recognise the needs of individuals when planning the successful reintegration following long term absence

Form Tutors will:

- Accurately complete a morning attendance register every day for their Form using the standardised codes and mark a student late who arrives after 9.00 am
- Use Individual Attendance Support Plans for students with attendance difficulties
- Set individual attendance targets for each student in their Form
- Work proactively to engage with parents and carers to resolve any difficulties which may be affecting school attendance, through parents evenings, student reviews and home-school agreements

Subject staff will:

- Complete a register for each lesson
- Alert their Subject Leaders of any student who's absence is a barrier to learning and preventing progress to made in their subject

Attendance Mentor will:

- Contact parents on first day of a student's absence, where no notification has been received from the parent/carer by 10am to ensure the safety of the student
- Contact parents by letter when students' attendance falls below 93% to highlight concerns
- Invite parents in to school for a discussion when a student's attendance is below 90%
- Request medical verification where a student's attendance falls below 85%
- Invite parents to an Attendance Meeting with Deputy Headteacher, Education Welfare Officer, Form Tutor where attendance falls below 85%
- Invite parents/ carers who's child(ren) are persistently arriving after 8.50 am on 10 or more occasions in to school to discuss the lateness and seek a resolution
- In partnership with LA use a full range of strategies including legal interventions, to support improvement to attendance
- Remind parents/ carers of the principles of this policy in the school newsletter regularly throughout the year

Parents must:

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

- Ensure students are in school for 8.50am for morning registration and on time for lesson 5 which will act as the statutory afternoon registration
- Contact school on first day of absence to provide a reason for non-attendance and update the school if the absence is expected to continue
- Provide an explanation for any period of absence from school

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Signed : _____

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- Request leave in advance for holidays/extended absences in term time by completing a holiday request form available from the school office and return it to school before booking a term time holiday at least 6 weeks prior to the proposed date of the holiday
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance
- If required, attend an interview to discuss their request for a term time holiday

Monitoring & Evaluation:

- Form Tutors will monitor weekly the attendance of students in their Form
- Subject Leaders will monitor at least termly the attendance of students to their subject areas and employ intervention strategies to support student learning
- Learning Managers will monitor progress in attendance, review reintegration plans and meet at least fortnightly with the Attendance Mentor to monitor patterns of absence in their respective year groups
- Deputy Headteacher will monitor that standardised recording of authorised and unauthorised absence is consistent across the school
- The SLT will monitor whole School attendance as a weekly agenda item at their meetings
- Headteacher will monitor and review the procedures for statutory registration in line with Governmental Policy

Policy written by: J.Flavin Deputy Headteacher

Date adopted by Governing Body: June 2010

Date for review:

I confirm I have read and understood the policy documentation.

Signed : _____

Date : _____