

Attendance Policy

1. PREAMBLE

For a child to get the most out of their statutory time in school, school attendance must be regular.

All students are expected to be punctual to all sessions of the school day.

Procedures relating to school attendance are found in the relevant section of the staff handbook.

2. AIMS

- To secure attendance figures that exceed national norms and match target set in conjunction with the Local Authority.
- To ensure that data is available to provide an easy check in the case of evacuation, e.g. for fire.
- To monitor students' attendance in lessons and judge the impact of non-attendance on their learning.
- To monitor punctuality throughout the day.
- To encourage good habits of attendance and punctuality.

3. ORGANISATION

3.1 Monitoring attendance

Student Support Officers monitor attendance on a daily basis and liaise with Heads of Year regarding any concerns.

All subject teachers use electronic registration for every lesson. It is possible for all members of staff to check on the attendance of any student in school through the School's management information system.

Student Support Officers have the responsibility for reconciling outstanding absences with SIMS by texting or calling home. Absences remain unauthorised until a satisfactory reason is received either in writing, by text or verbally over the phone. Leave of absence will only be authorised where there are exceptional circumstances and the Headteacher has the authority to authorise leave of this type. Absences for family holidays will not normally be authorised. Where a student has less than 87% attendance and there follows a period of unauthorised leave of 5 school days (10 sessions), a referral should be made to the EWO and this may result in a fixed penalty notice being issued.

The School's Student Support Officers contact home by text or telephone on the first day of absence, if no message is received, to determine the reason for the absence.

Where there is concern about an absence, the Educational Welfare Officer (EWO) is asked to check the circumstances of the illness.

Where there have been concerns, a HOY or the SSO will contact parents immediately should a particular child be absent. Similarly, by arrangement, parents may contact school to confirm a legitimate absence.

HOYs and SSOs meet the EWO regularly to refer students whose non-attendance is a cause for concern and a referral form may be sent to the Local Support Team (LST).

3.2 On-site truancy

Student attendance can be monitored and discussed throughout the school day, with subject teachers questioning students regarding missing marks in a day and the form tutor following up any concerns in form time. See the Behaviour Policy for sanctions associated with truancy from lessons.

3.3 Poor punctuality

If students do not obtain their registration mark in the usual manner, they must get a late mark from the Student Support Officer on arrival, giving the reason for their lateness. See the Behaviour Policy for sanctions associated with poor punctuality.

3.4 Strategies for dealing with poor attendance and punctuality

The School aims to ensure that each individual can access a relevant and meaningful curriculum, delivered through a variety of teaching and learning styles. These should be motivating factors for attendance and punctuality.

However, outside influences may be the cause of a deterioration in both attendance and punctuality. The school is concerned that a positive response is made when problems of this kind are discovered.

A number of different strategies may be employed here but all include close cooperation with parents and the welfare services.

These strategies include:

Monitoring, on a daily or weekly basis, an attendance and/or punctuality report signed by a teacher each lesson and signed by the Head of Year and parent at the end of the week.

Withdrawal from specific lessons which may be the cause of concern and working in the Focus Room, with a view to stabilising attendance and negotiating a return to that subject.

Use of partial or negotiated timetables.

Contracts negotiated between school and home, agreed by the student, parent and school.

Use of Education Welfare Service contracts of attendance that may be implemented as a last resort before prosecution proceedings. These are regularly reviewed and updated.

Acknowledgement of good attendance and punctuality, by the presentation of termly certificates, rewards, annual school reports and references for employers or higher education.

4. MONITORING, EVALUATION & REVIEW

Heads of Year monitor the implementation of the Attendance Policy on a day-to-day basis with regular meetings with the SSOs and the Education Welfare Officer. Their work is overseen by the Assistant Head (Student Support).

Governors' Committee responsible for Review: Curriculum Committee