

# Attendance Policy

Approved by RET Board

Approved on January 2016

SLT contact Headteacher

Revision due Every 2 years



## 1. Rationale

- a. The school seeks to ensure that all our students receive a full-time education which maximises opportunities for each student to realise his/her true potential.
- b. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- c. All school staff will work with students and their families to ensure each student attends school regularly and punctually.
- d. The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping whilst challenging the behaviour of those students and parents who give low priority to attendance and punctuality.
- e. To meet these objectives the school will use an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

## 2. Aims

- a. This policy aims:
  1. To improve the attendance and punctuality of students (in particular maximise the number of students attending 95%+)
  2. To minimise the number of students who are “persistently absent”
  3. To ensure that students do not become “missing from education”
  4. To make attendance and punctuality priorities for all those associated with the school including students, parents, teachers (including supply), associate staff and governors
  5. To have clearly defined staff roles and responsibilities and promote consistency in carrying out designated tasks
  6. To provide support, advice and guidance to parents and students
  7. To gather and analyse attendance data regularly
  8. To develop further positive and consistent communication between home and school
  9. To implement an effective system of rewards and sanctions that support the attendance policy
  10. To promote effective partnerships with the Educational Welfare Service and other services/agencies
  11. To recognise the needs of the individual student when planning reintegration following significant periods of absence

## 3. Implementation:

- a. Student absence
  1. Parents are asked to contact the school when their child is absent giving an indication of the problem and when they expect him/her to return.
  2. Reception staff enter the absence on the student’s register and Assistant Headteacher (AHT) receives daily report of absences.
  3. Alternatively, if Tutors receive a note explaining an absence, they pass the details on to office staff.
  4. Any student unaccounted for by the end of Period One triggers a ‘Truancy Call’, the automated phone service that alerts parents to their child’s absence.
  5. Letters are generated at regular intervals asking parents to give reasons for any unaccounted absences. These are distributed by the office staff in consult with the AHT.
  6. Absences of two or more days are referred directly to the AHT who will contact home if necessary to get further details.
  7. Those students identified as a cause for concern will be asked to provide medical evidence for any absences.

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## b. Holidays

1. The school makes it clear that term-time holidays should be avoided at all costs and will only be authorised in exceptional circumstances.
2. Holiday forms are collected from Reception and filled in by parents.
3. For each application the AHT considers (prior to making a recommendation to the Headteacher):
  - the student's current attendance record, including punctuality
  - the stage of the student's education, especially if they are in Years 9, 10 or 11
  - if previous requests have been made before for leave
  - if the student's work and conduct are of an acceptable standard
  - the nature of the trip
4. Cases of unauthorised holidays being taken will be referred to the Educational Welfare Service for further action.

## c. Registers

1. All registers are taken on Lesson Monitor.
2. Teachers will take registers at the start of every lesson.
3. Lesson One and Lesson Five count as the am and pm registration. Any student arriving after Lesson One will be entered as an unauthorised absence.
4. Teachers need only enter a student present or late. No codes are entered for absent students. They should enter no other codes – this is the responsibility of the office staff in consult with the AHT.
5. If a student is late, the teacher should enter 'L' and indicate how many minutes late the student is.
6. If for any reason the network is down, teachers should make a list of those present and send it to the office.
7. Supply Teachers will be given class lists and asked to return them to the Senior Admin Officer.
8. All staff new to the school will receive training on registration procedures.

## d. Punctuality

1. The school recognises the disruption caused to teaching and learning by persistent lateness to school and lessons.
2. Senior Managers and on-call/duty staff will aim to be in high profile positions at lesson change and end of breaks to reinforce the importance of good timekeeping.
3. All staff are role models and it is therefore vital that teachers are punctual to all lessons.
4. Any student arriving late to school must report to reception before joining their lesson. For am registration a student arriving after 8:45am must be registered at reception.
5. Tutors will receive a weekly report of those students in their year groups that have been late to school from the AHT. Tutors and Senior Team will intervene where appropriate.

## e. Interventions

1. A rigorous intervention system is in place line managed by The Assistant Headteacher.
2. The aim is for students to attend at least 95% of the time. Any student with less than 90% attendance is deemed to be a 'cause for concern' as they are "persistently absent".
3. Attendance is monitored on a weekly basis with detailed printouts listing attendance figures for the year groups and individuals.
4. The AHT will analyse data with particular regard to:
  - students with patterns of lateness/non-attendance
  - students with less than 90% attendance
  - students with less than 80% attendance

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- students with large numbers of lates
- 5. When a student's attendance is less than 90% a number of interventions are triggered:
  - the AHT (or another designated member of staff) will speak to the student to ascertain why there is a problem
  - a letter is sent to the parent/carer informing them of the problem
  - if there is not an improvement, the parent receives another letter inviting them in for a meeting with the AHT
  - if the parent fails to attend, a further letter is sent home giving one more appointment time
  - this meeting gives both parties the opportunity to discuss the problem and formulate a plan for improvement
  - if these interventions fail (or parents fail to attend the second meeting) the case will be referred to the Educational Welfare Officer for further action which, in some cases, could lead to penalty notices and court action .
- 6. In addition to these circumstances for referral the school will also refer to the LA students:
  - With five consecutive days absence where no contact has been made and their whereabouts cannot be established
  - With 5 days unauthorised absence in a term
  - With attendance below the LA threshold for reporting (e.g. 85%)
  - Where there has been an unexplained drop in attendance and where no contact has been made with the parents
- 7. The school is also able to make referrals to other external agencies that may have an impact on improving attendance.
- f. Reintegration
  - 1. If a student has been off for a long time, it may be deemed appropriate to have a reintegration meeting. This is chaired by the AHT and may also include other key professionals such as the SENCO, or EWO. The aim is to support the student's return to school and ensure that they have the best opportunity to improve their attendance and achievement.
- g. Rewards and Sanctions
  - 1. Clearly, a consistent set of rewards and sanctions are an integral part of the school's aim to improve attendance. Initiatives in place include:
    - attendance display board with half-termly updates on attendance
    - display of league tables in classrooms
    - 100% attendance certificates awarded each long term
    - regular assemblies on attendance are given by the Senior Team

## 4. Monitoring And Evaluation

- a. A member of the Senior Leadership (AHT) team is responsible for overseeing the school's attendance procedures
- b. The Senior Admin Officer manages the day-to-day oversight of attendance
- c. Regular line management meetings ensure effective communication and consistent monitoring of attendance and punctuality
- d. The Headteacher oversees all programmes as part of the Senior Team performance management process and an annual report is made to the Governing Body.